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**Correspondence Courses/
Cours par correspondance
1976-1977**

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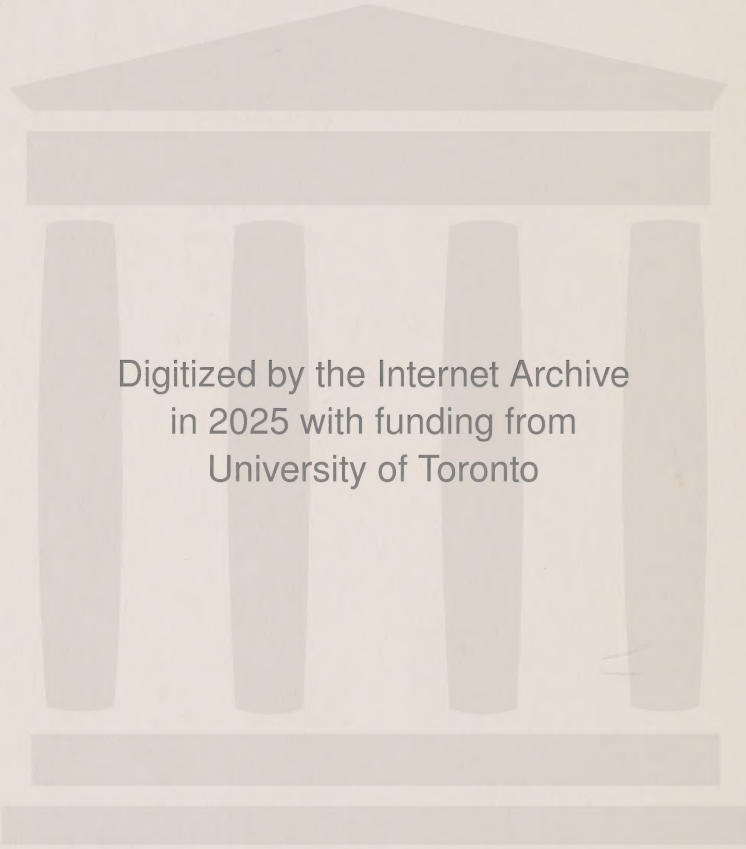
Ontario

Ministry of Education
Ministère de l'Éducation

Thomas L. Wells
Minister
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Correspondence Courses/ Cours par correspondance 1976-1977

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Introduction

The Ministry of Education is the major agency through which the Government of Ontario discharges its constitutional responsibilities with regard to the general education of the people of Ontario. The Ministry fosters a wide range of opportunities in order to enable all individuals, whether of school age or beyond, in school or out of school, to experience a worthwhile education and to have access to further educational experience consistent with their needs and the needs of society.

One of the educational opportunities the Ministry offers to residents of Ontario is its program of secondary school and elementary school correspondence courses. A large number of adult and school-age students, with varying backgrounds and objectives, benefit from this opportunity: mature students who wish to further their education, complete secondary school, gain admission to university, college, or training courses, or earn promotion in their employment; persons who wish to study, for personal satisfaction, subjects related to their interests, hobbies, or employment; Senior Division public secondary school students who wish to supplement their school programs; students temporarily absent from the province who wish to maintain continuity in their education; students who are unable to attend school for medical reasons or because of distance from school.

This calendar is designed as an information publication for prospective students of the Ministry of Education's Correspondence Education Branch. Further information may be obtained from the Correspondence Education Branch, 909 Yonge Street, Toronto, Ontario M4W 3G2.

Introduction

Le ministère de l'Éducation est l'organisme principal par l'intermédiaire duquel le gouvernement de l'Ontario se décharge de ses responsabilités constitutionnelles ayant trait à l'éducation générale des résidents de l'Ontario. Le Ministère s'efforce de donner à tous les résidents de la province, quel que soit leur âge, qu'ils aillent à l'école ou non, toutes les chances possibles d'acquérir une éducation solide et d'avoir accès à d'autres expériences éducatives cadrant avec leurs besoins et ceux de la société.

C'est dans cet esprit que le Ministère offre aux résidents de l'Ontario un programme de cours par correspondance au palier secondaire et au palier élémentaire. Un programme complet de matières correspondant aux cours élémentaires de la 1^{re} à la 8^e année est offert en français et en anglais. Au palier secondaire, les élèves de langue française peuvent suivre des cours de français qui s'échelonnent du secondaire I au secondaire V. Tous les autres cours du palier secondaire sont dispensés en anglais.

Un grand nombre d'adultes et d'élèves dont les antécédents et les objectifs sont très différents profitent des cours par correspondance. Citons entre autres : les élèves d'âge mûr qui désirent poursuivre leur éducation, terminer leurs études secondaires, s'inscrire à l'université, au collège ou à un cours de formation, ou encore obtenir des promotions au travail; des personnes qui désirent étudier, pour leur satisfaction personnelle, divers sujets qui les intéressent particulièrement; des élèves du cycle supérieur des écoles secondaires qui désirent suivre des cours supplémentaires; des élèves temporairement absents de la province qui souhaitent assurer la continuité de leur éducation; des élèves, enfin, dans l'impossibilité de fréquenter l'école pour des raisons médicales ou parce qu'ils demeurent dans des régions isolées.

Fiftieth Anniversary

Correspondence courses were first offered to residents of Ontario on March 1, 1926. The same year 372 students, ranging in age from six to twenty-one, received instruction "from the Primer to the Fourth Book". They were served by a staff of four educators and support personnel who worked out of offices in the Parliament Buildings. The Ontario Department of Education's annual report for that year explained how the courses were arranged:

Carefully prepared lesson assignments, based on the public school course of study, are sent out regularly, and along with them are sent answer sheets and envelopes for the return of the answers. The answers are carefully examined, the necessary corrections and explanations made, and then they are returned to the pupils. The courses are free, and all books and supplies are provided by the Department.

According to the report, the courses were a remarkable success during their first year of operation.

Today's correspondence courses service has gradually expanded to include French-language instruction at the elementary level and an extensive secondary school program. Enrolment in the courses has increased to approximately 60 000 students per year (ages 6 to 92), who are served by a staff of over 100 regular employees located at 909 Yonge Street, plus some 800 associate teachers situated throughout the province. It is hoped that, in the future, Ministers will still be able to speak of "the remarkable success of correspondence courses".

Cinquantième anniversaire

Le 1er mars 1926, les cours par correspondance furent offerts pour la première fois aux résidents de l'Ontario. Dès cette première année 372 élèves de 6 à 21 ans s'y inscrivaient. Le programme était organisé par quatre éducateurs et du personnel de soutien installés dans des bureaux de l'Hôtel du Gouvernement. Selon le rapport annuel du ministère de l'Éducation publié cette année-là, les élèves inscrits aux cours par correspondance recevaient des leçons soigneusement préparées, se basant sur les cours dispensés dans les écoles publiques, ainsi que des devoirs et des enveloppes pour le renvoi de ces devoirs. Le rapport expliquait que les devoirs étaient examinés avec soin et renvoyés aux élèves avec toutes les corrections et les explications nécessaires. Les cours étaient gratuits et tous les manuels et les fournitures étaient fournis par le Ministère.

Le Ministère faisait ensuite remarquer que, dès cette première année, les cours par correspondance avaient obtenu un succès remarquable. Aujourd'hui, la Direction de l'enseignement par correspondance a pris de l'extension. On y offre maintenant des cours en français au palier élémentaire et de nombreux cours au palier secondaire qui incluent le français du secondaire I à V. Les inscriptions ont augmenté et s'élèvent maintenant à environ 60 000 élèves (de 6 à 92 ans) par an. La Direction, situé 909 rue Yonge, comprend un personnel de plus de 100 employés réguliers et d'environ 800 enseignants adjoints. Nous espérons que nos futurs ministres continueront à parler du succès remarquable des cours par correspondance!

Education by Correspondence

In Ontario, education by correspondence is available as an extension of the regular school program. The independence and individuality it allows with respect to course selection and program planning, the flexibility it affords with respect to starting and completion dates, and the freedom it offers with respect to time and place of study make study by correspondence appropriate for thousands who, for a variety of reasons, seek further education.

The Correspondence Education Branch offers a wide range of services and materials to help the student benefit from the advantages of study by correspondence. These services and materials are available free of charge twelve months of the year to the correspondence student.

Counselling Service

A counselling service is available to assist applicants and enrolled students to select courses and plan programs, to answer questions about requirements for course completion and diplomas, and to provide consultation on other matters related to the student's program of study. Applicants and enrolled students are invited to seek assistance by telephoning, writing, or visiting the Correspondence Education Branch.

Enseignement par correspondance

En Ontario, l'enseignement par correspondance représente un prolongement du programme scolaire régulier. La Direction de l'enseignement par correspondance offre à ses élèves, gratuitement et douze mois par an, un vaste éventail de services et de matériel pour leur permettre de profiter de l'enseignement dispensé.

Autres renseignements

Ce calendrier a pour but de renseigner tous ceux qui s'intéressent aux cours par correspondance dispensés par le ministère de l'Éducation. Pour tout autre renseignement, prière de s'adresser à la Direction de l'enseignement, par correspondance, 909 rue Yonge, Toronto (Ontario) M4W 3G2.

Admission Requirements and Programs

Adults

Correspondence courses are available to an Ontario resident who is beyond compulsory school age and is not enrolled in public secondary school day classes.

The prospective student is afforded flexibility in course selection. Each student's program is based on the individual's objectives, capabilities, and interests. An applicant will be enrolled in one or two courses at the time of initial registration. Enrolment in additional courses may be requested by the student whose educational objective, available time, and progress in correspondence course studies make such enrolment advisable.

An adult who seeks enrolment should study the material in this calendar, complete Application Form C, and mail it or bring it to the Correspondence Education Branch office. Those who make application within three months of leaving school are eligible for enrolment if the school principal recommends immediate enrolment.

Students under Sixteen

Correspondence courses are available to an Ontario resident of compulsory school age who is legally excused from school. The reasons most frequently given for seeking enrolment are illness and distance from school.

A parent or guardian seeking to enrol his/her child in elementary school courses should study pages 54 and 55 of this calendar and complete Application Form A.

The parent or guardian may request the child's enrolment in secondary school courses by completing Form C and submitting it to the Correspondence Education Branch office with evidence of the child's legal absence from school.

Conditions d'admission et programmes

Adultes

Les cours par correspondance sont offerts à tous les résidents de l'Ontario qui ont dépassé l'âge de la scolarité obligatoire et qui ne sont pas inscrits à des cours du jour dans des écoles secondaires publiques.

On laisse au candidat une grande latitude quant au choix des cours. Dans le cadre des cours offerts, les programmes sont basés sur les objectifs, les capacités et les goûts de chacun. Initialement, l'élève s'inscrit à un ou deux cours. Il peut néanmoins s'inscrire à des cours supplémentaires si ses objectifs d'éducation, le temps dont il dispose et ses progrès justifient cette décision.

L'adulte qui désire s'inscrire est prié d'étudier le contenu de ce calendrier, de remplir la formule C et de l'envoyer ou de l'apporter au bureau de la Direction de l'enseignement par correspondance. Ceux qui font une demande dans les trois mois suivant leur départ de l'école sont admissibles immédiatement sur recommandation de leur directeur d'école.

Élèves ayant moins de 16 ans

Les cours par correspondance sont offerts à tous les résidents de l'Ontario en âge de scolarité obligatoire, légalement dispensés de l'école. Ceux qui cherchent à se faire inscrire citent le plus souvent des raisons de santé ou leur éloignement de l'école.

Les parents ou tuteurs qui cherchent à faire inscrire un enfant aux cours au palier élémentaire sont priés de lire les pages 54 et 55 de ce calendrier et de remplir la formule B.

S'ils veulent faire inscrire leur enfant à des cours au palier secondaire, ils doivent remplir la formule C et l'envoyer au bureau de la Direction de l'enseignement par correspondance, accompagnée d'un document prouvant que l'enfant est légalement dispensé de l'école.

Ontario Residents Temporarily Absent from the Province

Correspondence courses are available to an adult who normally resides in Ontario and will be temporarily absent from the province (for a period not longer than three years).

Correspondence courses are available to a child of compulsory school age who will be temporarily absent from Canada.

An applicant who will be leaving Canada must provide the name and address of an Ontario resident who will act as liaison and assume responsibility for forwarding books, lessons, and marked assignments. All material for the student will be sent to this person, who will be required to redirect the material to the student's foreign address. (This will entail rewrapping the material, printing the student's foreign address on the parcel, completing a customs declaration form, and paying whatever postage is needed. The sender's return address should be on the package.) Members of the Canadian Forces enrolled in correspondence courses while on duty abroad may arrange to have their lessons and textbooks forwarded from a Canadian Forces post office in Canada.

A person who seeks enrolment in secondary school courses should study this calendar, complete Application Form F, and submit it to the Correspondence Education Branch office. A parent or guardian seeking to enrol his/her child in elementary school courses should study pages 54 and 55 of this calendar and complete Application Form A.

If possible, applicants should visit the Correspondence Education Branch office before leaving the country in order to discuss their program with staff members of the Branch and obtain the appropriate lessons and textbooks.

Résidents de l'Ontario temporairement absents de la province

Les cours par correspondance sont offerts à tout adulte résidant normalement en Ontario mais temporairement absent. (La période d'absence ne doit pas dépasser trois ans.)

Les cours par correspondance sont également offerts à tout enfant en âge de scolarité obligatoire temporairement absent du Canada.

Toute personne intéressée s'appêtant à quitter le Canada doit laisser le nom et l'adresse d'un résidant de l'Ontario qui servira d'agent de liaison et lui transmettra livres, leçons et devoirs corrigés. Le matériel destiné à l'élève sera envoyé à cet agent qui le lui fera suivre à l'étranger. (Il devra refaire le paquet, y inscrire l'adresse de l'élève à l'étranger, remplir la formule de déclaration de douane et payer l'affranchissement. L'adresse de l'expéditeur doit toujours apparaître sur le paquet.) Les membres des Forces armées du Canada inscrits à des cours par correspondance pendant leur séjour à l'étranger peuvent prendre des dispositions pour que leurs leçons et leurs manuels leur soient envoyés à partir d'un bureau de poste des Forces armées.

Toute personne qui désire s'inscrire à des cours au palier secondaire doit étudier ce calendrier, remplir la formule F et l'envoyer au bureau de la Direction de l'enseignement par correspondance. Tout parent ou tuteur cherchant à faire inscrire un enfant au cours au palier élémentaire doit étudier les pages 54 et 55 de ce calendrier et remplir la formule B.

Dans la mesure du possible, les personnes qui ont fait une demande doivent visiter les bureaux de la Direction avant de quitter le pays afin de discuter de leur programme avec les membres du personnel des cours par correspondance et obtenir les leçons et manuels appropriés.

Senior Division Day-School Students

The Director of the Correspondence Education Branch may admit a third-, fourth-, or fifth-year public secondary school student to a course offered by correspondence and not available to the student in the school, on receipt of written approval by the student's principal.

Before recommending enrolment, the principal is requested to exercise professional judgement in considering the student's educational objectives, maturity, motivation, and available time.

A person who seeks enrolment in this program will be enrolled initially in only one correspondence course and should use Application Form S, copies of which are available in the secondary schools. The completed Application Form S, with the student's transcript and list of current courses attached, is to be submitted by the principal to the Director, Correspondence Education Branch, for his approval.

Elèves du cycle supérieur

(cours du jour)

Le directeur de la Direction de l'enseignement par correspondance peut admettre un élève d'école secondaire (secondaire III, IV ou V) si le cours auquel l'élève s'inscrit n'est pas offert dans son école. Dans ce cas, l'élève devra présenter une autorisation écrite du directeur de son école.

Avant de recommander un élève à un cours par correspondance, le directeur doit faire preuve de jugement et peser les facteurs suivants : objectifs d'éducation de l'élève, sa maturité, ses motifs et le temps dont il dispose.

Initialement, l'élève qui a fait une demande d'inscription sera inscrit à un seul cours et devra remplir la formule S distribuée dans les écoles secondaires. Cette formule, ainsi qu'un relevé des notes de l'élève et une liste des cours dispensés dans son école, sera alors soumise par le directeur de l'école au directeur de la Direction de l'enseignement par correspondance, pour approbation.

Secondary School Courses/Cours au palier secondaire



Information for Enrolled Students

Provision of Materials, Texts and Supplies

Once an application has been approved, the student is enrolled and loaned an initial set of materials. These materials include lessons, textbooks, and kits of learning materials. (Year 5 students are to obtain their own textbooks). Further lessons and learning materials are supplied when the evaluated assignments are returned to the student. Texts and kits are provided to students free of charge, and must be returned to the Correspondence Education Branch.

Submission and Evaluation of Assignments

The success of studies conducted by correspondence depends on the careful study of lesson materials, the regular completion and submission of assignments, and the constructive use of teachers' comments and suggestions.

Students may begin courses at any time of the year and complete assignments at their own pace.

As soon as the assignments for a lesson have been completed, the student should mail them to the Correspondence Education Branch office and proceed with the next lesson without waiting for the return of evaluated assignments. Students are assigned to a correspondence courses associate teacher for each course in which they are enrolled. The associate teachers are secondary school teachers located in communities across the province. They evaluate the work that students submit, give assistance in areas in which students experience difficulty, and provide counselling based on apparent or expressed needs.

Achieving Credit

A student earns credit for a Year 1 or Year 2 course by completing lesson assignments. The final mark is based on the assignments; there are no tests for these courses.

Renseignements à l'intention des élèves inscrits au cours

Matériel, manuels et fournitures

Dès qu'une demande est approuvée, l'élève est inscrit et on lui prête un jeu initial de matériel contenant leçons, manuels et trousse d'apprentissage. (Les élèves de secondaire V doivent se procurer leurs propres manuels.) On remet à l'élève d'autres leçons et matériel quand on lui renvoie ses devoirs corrigés. Manuels et trousse sont fournis gratuitement à l'élève et doivent être renvoyés à la Direction de l'enseignement par correspondance.

Soumission et évaluation des devoirs

Pour que l'enseignement par correspondance porte ses fruits, l'élève doit étudier les leçons avec soin, faire ses devoirs et les soumettre régulièrement, et tenir compte des commentaires et suggestions de l'enseignant.

L'élève peut commencer les cours à n'importe quelle époque de l'année et terminer les devoirs à son propre rythme.

Aussitôt que les devoirs correspondant à une leçon sont terminés, l'élève doit les envoyer au bureau de la Direction de l'enseignement par correspondance et passer à la leçon suivante sans attendre que les devoirs corrigés lui soient renvoyés. Chaque élève relève d'un enseignant adjoint pour chacun des cours auquel il est inscrit. Les enseignants adjoints sont des enseignants d'école secondaire qui travaillent dans diverses communautés de la province. Ils évaluent le travail que les élèves soumettent, les aident quand ils éprouvent des difficultés et leur donnent des conseils si le besoin s'en fait sentir.

Crédits

L'élève obtient des crédits de secondaire I ou de secondaire II en faisant les devoirs prescrits. La note finale se base sur les devoirs prescrits. Aucun examen n'est requis à ce niveau.

A student earns credit for a Year 3, Year 4, or Year 5 course by completing lesson assignments and writing a final test. The final mark is based on both the assignments and the test. Students who for medical or other justifiable reasons believe they qualify for standing without writing the final test should write to the Registrar giving evidence in support of their request for consideration.

The final test is supervised by a correspondence courses supervisor who lives in the student's locality. On request, arrangements can be made for writing final tests at the Correspondence Education Branch office. A student living outside Ontario is asked to nominate a professional person as supervisor and submit his/her name to the Correspondence Education Branch office for approval.

Continuity of Studies

While regular submission of assignments is desirable, the flexibility of correspondence courses study makes it possible for a student to interrupt studies, if necessary, and to resume studies at the point where they were interrupted.

Post-secondary Objectives

A student whose objective is to gain admission to an institution of post-secondary education should consult the appropriate officials to find out what standing or diploma is required, what particular subjects are obligatory, and what special provisions exist for the admission of mature students.

Horizons, an annual publication of the Ministry of Colleges and Universities, is a guide to educational opportunities in Ontario beyond the secondary school level. A copy in English or French may be obtained from the Information Branch, Ministry of Colleges and Universities, 6th Floor, Mowat Block, Queen's Park, Toronto, Ontario, M7A 1B9.

L'élève obtient des crédits de secondaire III, IV ou V en faisant les devoirs prescrits et en passant un examen final. La note finale se base à la fois sur les devoirs prescrits et l'examen. Les élèves qui, pour des raisons médicales ou autres, estiment pouvoir recevoir une attestation d'études sans passer l'examen final, doivent écrire au secrétaire de la Direction de l'enseignement par correspondance pour justifier leur demande.

L'examen final est jugé par un superviseur des cours par correspondance qui vit dans la même communauté que l'élève. Les examens finals peuvent être organisés sur demande au bureau de la Direction de l'enseignement par correspondance. L'élève qui réside hors de l'Ontario est prié de nommer une personne qui exerce une profession libérale à titre de superviseur et de soumettre son nom pour approbation au bureau de la Direction de l'enseignement par correspondance.

Reprise des études

Bien qu'il soit souhaitable de soumettre les devoirs régulièrement, la souplesse des cours par correspondance permet à l'élève d'interrompre ses études, si nécessaire, et de les reprendre plus tard.

Objectifs postsecondaires

L'élève qui cherche à se faire admettre dans un établissement d'enseignement post-secondaire doit consulter les agents appropriés pour se renseigner sur le niveau d'études ou les diplômes exigés, les matières obligatoires et les stipulations spéciales régissant l'admission des élèves adultes.

Tour d'horizon, publication annuelle du ministère des Collèges et Universités, donne une idée des possibilités d'éducation post-secondaire en Ontario. On peut en obtenir un exemplaire en français ou en anglais à la Direction de l'information, ministère des Collèges et Universités, 6e étage, édifice Mowat, Toronto (Ontario) M7A 1B9.

Certificates and Diplomas

Certification

Upon completion of a course or a program of study, a student is granted the appropriate certificate. When a student has completed the requirements for the Ontario Secondary School Graduation Diploma or the Secondary School Honour Graduation Diploma through correspondence courses, the diploma is granted on the recommendation of the Director. All the certificates and diplomas have the same validity as the certificates and diplomas issued by Ontario elementary and secondary schools.

Secondary School Graduation Diploma

The path leading to the attainment of the Secondary School Graduation Diploma is as individual as the student who follows it. A student may obtain the requirements for the diploma by accumulating Ontario secondary school credits earned through Ministry of Education correspondence courses, in an Ontario secondary school (day or evening program), and/or in an inspected Ontario private school.

A student who is at least eighteen years of age and who has withdrawn from school for a period of at least one year may be granted credit allowances for maturity and length of time out of school, for the successful completion of equivalent courses that are not normally identified as secondary school courses, and for the successful completion of each period of an apprenticeship training program.

A correspondence courses student may inquire about requirements for obtaining a Secondary School Graduation Diploma by submitting official records and relevant information to the Registrar of the Correspondence Education Branch. An assessment may be deferred until the student has made progress in correspondence courses study.

Certificats et diplômes

Certificats

Après avoir terminé un cours ou un programme, l'élève obtient le certificat approprié. Quand il a satisfait aux exigences du diplôme d'études secondaires ou du diplôme supérieur d'études secondaires de l'Ontario en suivant les cours par correspondance, son diplôme lui est décerné sur la recommandation du directeur. Ces certificats et diplômes ont la même valeur que les certificats et diplômes décernés par les écoles élémentaires et secondaires de l'Ontario.

Diplôme d'études secondaires

Le chemin menant à l'obtention du diplôme d'études secondaires est différent pour chaque élève. L'élève peut satisfaire aux exigences du diplôme en accumulant de plusieurs manières des crédits d'écoles secondaires : cours par correspondance du ministère de l'Éducation, fréquentation d'une école secondaire de l'Ontario (cours du jour ou du soir) ou d'une école privée inspectée.

L'élève âgé d'au moins 18 ans, qui a quitté l'école pendant un an au minimum peut obtenir des crédits en raison de sa maturité et du temps qu'il a passé en dehors de l'école; pour avoir terminé avec succès des cours n'étant pas normalement reconnus comme des cours du palier secondaire mais qui leur sont équivalents; pour avoir terminé avec succès chaque période des cours de formation professionnelle.

Tout élève qui suit des cours par correspondance peut se renseigner sur les conditions d'obtention du diplôme d'études secondaires en envoyant les dossiers officiels et les renseignements appropriés au secrétaire de la Direction de l'enseignement par correspondance. On attend quelquefois pour en faire l'évaluation que l'élève ait progressé dans ses études par correspondance.

Secondary School Honour Graduation Diploma

Completion of the requirements for the Secondary School Honour Graduation Diploma is achieved through the accumulation of six Ontario secondary school Year 5 credits earned through Ontario Ministry of Education correspondence courses and/or Year 5 studies in an Ontario secondary school or an inspected private school.

Statement of Achievement

The Registrar of the Correspondence Education Branch will issue on the request of a student a statement of achievement indicating the courses completed and the credit value of these courses. Information regarding the student's progress in other courses will be included if requested.

Diplôme supérieur d'études secondaires

Pour satisfaire aux exigences du diplôme supérieur d'études secondaires, l'élève doit accumuler six crédits de secondaire V, soit en suivant les cours par correspondance du ministère de l'Éducation de l'Ontario, soit en suivant des cours de secondaire V dans une école secondaire de l'Ontario ou dans une école privée inspectée.

Relevé des résultats

Le secrétaire de la Direction de l'enseignement par correspondance remet à l'élève qui en fait la demande un relevé de ses résultats indiquant les cours terminés et le nombre de crédits obtenus pour ces cours. A l'occasion, le relevé contient également des renseignements sur les progrès de l'élève dans d'autres cours.

Courses Available

Course Codes

Each secondary school correspondence course is identified by a code that consists of one or two letters followed by three numerals. The letters represent the name of the course subject. The first numeral (1, 2, 3, 4, or 5) represents the secondary school year in which the course is customarily taken. The last two numerals serve to distinguish between different courses offered in the same subject in the same year. Most correspondence courses have a value of one credit; courses having a value of one-half credit are indicated with a code number ending in x. The following are examples of course codes:

E111 refers to a one-credit, Year 1 secondary school *English* course.

P300 and P301 refer to different one-credit, Year 3 secondary school *Physics* courses.

A401x refers to a one-half credit, Year 4 secondary school *Visual Arts* course.

Certain courses have been designated as either Canadian Studies or English Studies. These courses are identified in the course list with a (C) or an (E) after the course code.

Cours offerts

Code des cours

Chaque cours par correspondance au palier secondaire est identifié par un code qui consiste en une ou deux lettres suivies de trois chiffres. Les lettres représentent le nom du cours. Le premier chiffre (1, 2, 3, 4 ou 5) représente l'année d'école secondaire durant laquelle le cours est habituellement suivi. Les deux derniers chiffres servent à distinguer les différents cours offerts pour la même matière dans la même année. La plupart des cours par correspondance donnent droit à un crédit. Les cours donnant droit à un demi-crédit sont désignés par un numéro de code se terminant en x. Voici quelques exemples :

f151 se réfère au cours de français, secondaire I, donnant droit à un crédit.

f561 et f562 se réfèrent à deux cours de français, secondaire V, donnant droit à un crédit chacun.

A401x se réfère au cours *Visual Arts*, secondaire IV, donnant droit à un demi-crédit.

Certains cours intitulés *Canadian Studies* ou *English Studies* sont identifiés sur la liste par un C ou un E ajouté au code.

List of Courses/ List des cours

Business Studies

- Personal Typing TY102
- Basic Business Typing TY200
- Communications and Business Procedures I OP300
- Communications and Business Procedures II OP400
- Computer Fundamentals CF300
- Accounting I AC305
- Accounting II AC405
- Accountancy Practice AC503 (C)
- Pitman Shorthand I SH300
- Pitman Shorthand II SH400
- Marketing MK300
- Marketing MK400
- Business Organization and Management BO300 (C)
- Law LW402 (C)
- Business Practice BP100

English

- English E130 (E)
- English E160 (E)
- English E111 (E)
- English E211 (E)
- English E311 (E)
- English E421 (E)
- English E422 (E)
- English E521(E)
- English E522 (EC)
- Canadian Studies
- English E302x (E)
- Readings in Archaeology
- English E304x (E)
- Readings in Science Fiction
- English E306x (E)
- Readings in Ecology
- English E308x (E)
- Grammar

- English E402x (E)
- Readings in Wilderness
- English E404x (E)
- Readings in Flight
- English E406x (E)
- Perspectives of Prose
- English 408x (E)
- Creative Writing

Français

- Français f151
- Français f251
- Français f351
- Français f451
- Français f561
- Français f562 (C)

French and German

- French F101
- French F201
- French F111x
- French F301
- French F401
- French F521
- French F522
- German GR501

Geography

Geography G103

Geography G203 (C)

Geography G300

Geography G301

Geography G311x

Fundamentals of Physical Geography

Geography G400

Geography G401

Urban Studies G403 (C)

Geography G503 (C)

History and Social Sciences

History H200

History H201 (C)

History H203x (C)

History H205x (C)

World Politics WP300

History H301

History H305

Economics EN400 (C)

Man in Society MS400 (C)

History H401

Economics EN 501

History H503 (C)

Latin and Classical Studies

Latin L211

Latin L311

Classical Studies L312x

Latin L401

Latin L521

Latin L522

Mathematics

Series A

Mathematics M111x

Mathematics M101

Mathematics M201

Mathematics M303

Mathematics M403

Mathematics M511

Mathematics of Investment

Mathematics M521

Relations and Functions

Mathematics M522

Calculus

Mathematics M533

Algebra

Series B

Mathematics M100

Mathematics M200

Mathematics M302

Mathematics M400

Mathematics M411x

Introduction to Statistics

Mathematics M511

Mathematics of Investment

Mathematics M522

Calculus

Series C

Mathematics M160

Basic Arithmetic

Mathematics M220x

Consumer Computations

Mathematics M222x

Consumer Computations

Mathematics M320x

Investment Computations

Mathematics M322x

Business Computations

Mathematics M420x

Investment Computations

Mathematics M422x

Business Computations

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Science
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Science SC101
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Science SC201
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Geology GL302
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Physics P300
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Physics P301
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Physics P503
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Chemistry C401
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Chemistry C404
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Chemistry C501
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Biology BY402
.....

Biology BY501
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Technical Subjects
.....

Carpentry CY300
.....

Drafting D202
.....

Basic Drafting
.....

Drafting D300x
.....

Standard Drafting Practice
.....

Drafting D302x
.....

Introduction to Mechanical Drafting
.....

Drafting 304x
.....

Introduction to Architectural Drafting
.....

Drafting D308x
.....

Introduction to Blueprint Reading
.....

Drafting D318x
.....

Intermediate Blueprint Reading
.....

.....
Visual Arts
.....

Art A200
.....

Beginning in Art
.....

Theatre Arts TA300
.....

The Performing Art
.....

Art A301
.....

Through Artists' Eyes
.....

Art A302x
.....

Prints Without a Press
.....

Art A303x
.....

Art to 1500
.....

Commercial Art CA400x
.....

Art for Commerce and Industry
.....

Film Arts FA402x
.....

The Camera's Eye
.....

Film Arts FA404x
.....

Cinematography
.....

Art A401x
.....

Composing Your Art
.....

Art A402x
.....

Style in Art
.....

Art A403x
.....

Great European Art
.....

Art A501
.....

The Artist's Study
.....

Course Descriptions/ Description des cours



Business Studies

The following twenty-lesson courses are offered:

Business Practice BP100

Personal Typing TY102

Basic Business Typing TY200

Accounting I AC305

Accounting II AC405

Accountancy Practice AC503

**Business Organization
and Management BO300**

Computer Fundamentals CF300

Marketing MK 300

Marketing MK400

**Communications and
Business Procedures I OP300**

**Communications and
Business Procedures II OP400**

Pitman Shorthand I SH300

Pitman Shorthand II SH400

Law LW402

Business Practice BP100

The object of this course is to give students some basic knowledge of modern business practices so that they may carry out common business transactions. It is an elementary course dealing with business procedures as they apply to a student's personal, social, and business life.

Personal Typing TY102

This introductory course provides a student with sufficient background in typing for personal use, together with a sound foundation for further development of the skill. (The student must provide a typewriter.) The development of correct techniques for touch-typing is stressed throughout the course. The topics covered include the set-up and placement of material, composing at the typewriter, simple tabulation, personal letters, and business letters.

Basic Business Typing TY200

This course is designed to develop and expand the skills begun in Personal Typing TY102. It reviews the basic skills and includes advanced tabulation, business letters, business forms, and duplicating methods. There is considerable practice in composing at the typewriter and sustained copy typing. Students who request enrolment in this course should have completed TY102 or the equivalent. (Students must provide a typewriter.)

Accounting I AC305

(replaces AC303)

This beginner's course in accounting introduces the basic principles, concepts, and procedures of accounting and bookkeeping. Topics include: the journal, the ledger, the profit and loss statement, the balance sheet, the synoptic journal, and special transactions. In addition to these principles, the course deals with the basic use of flow charts, with special attention to business systems and procedures.

Accounting II AC405

(replaces AC403)

A continuation of AC305, this course is designed to expand the student's knowledge of accounting as applied to special journals, bank reconciliation, payroll, adjustments, classified statements, voucher systems, partnerships, and corporations. A student who completes this course should be able to maintain a set of books for a small business or fill a junior accountant's position.

Accountancy Practice AC503

This course teaches Canadian accounting practices. It begins with a study of some of the fundamental bookkeeping principles, then offers a detailed study of accounting procedures for a proprietorship, a partnership, and a limited company. Specialized procedures, such as the handling of manufacturing or departmental accounts, are studied. Considerable emphasis is placed on the theory behind accounting systems and on the accountant's use of the data supplied by each system. The course does not prepare a person to be a professional accountant; to achieve that objective, study with a professional accounting society is required.

The text is:

Leonard, W. G., and Beard, F. N. *Canadian Accounting Practice*. 2nd ed. Toronto: McGraw-Hill Ryerson, 1963.

Business Organization and Management BO300

This course explores the world of business. It examines the way in which businesses are owned, organized, and managed. The different forms of business ownership are studied, with emphasis on the corporate form and an examination of the problems of large corporations. The effects on business of the activities of the three levels of government are examined. The second half of the course involves a specific study of business operations, including preparations for production and the complexities of the actual production process. The departments of a large business, such as the finance department and the personnel department, are discussed. (The course is not intended to qualify the student as a business administrator or manager; it is designed to develop an understanding of the complexities of the business world.)

Computer Fundamentals CF300

By explaining automatic and electronic data processing theories and procedures, this course aims to dispel some of the mystique that is traditionally associated with computers. The course covers such topics as the punched card, the binary system, computer storage, flowcharting, machine language, data recording media, computer concepts, and includes an introduction to logic. Upon completion, students will have a basic understanding of how a computer works and how a computer program is made.

Marketing MK300

Written with the consumer's point of view in mind, this course gives the student an understanding of the various aspects of marketing, with emphasis on retail merchandising. It begins with an examination of retailing in general and then looks at different types of retail operations, including the department store and discount store. The mechanics and complexities of establishing and operating a retail store are outlined under such topics as: types of ownership, selection of location, selection of equipment, merchandise purchasing and pricing policies, and setting. After completing the course, the student should have a better understanding of retailing and be a more careful shopper.

Marketing MK400

The principles of sales promotion and advertising will be studied in detail. The course covers such topics as: market research, consumer demands, advertising media, trademarks, packaging, and sales promotion. After completing this course, the student should be better able to recognize excellence in marketing.

Communications and Business Procedures I OP300

This course covers basic office procedures and helps students to improve their typing skills. (The student must provide a typewriter.) The topics include data processing methods, principles of filing, transportation services, postal facilities, legal forms, duplicating equipment, and financial statements. A student who requests enrolment in this course should have completed personal and basic business typing courses or the equivalent.

Communications and Business Procedures II OP400

This course provides further development of typing skills and additional information on modern office procedures. It deals with secretarial techniques, business equipment, legal forms and documents, manuscripts, itineraries, and filing systems. A student who requests enrolment in this course should have completed OP300 or the equivalent. (The student must provide a typewriter.)

Pitman Shorthand I SH300

This introductory course in Pitman shorthand covers the work in the *New Basic Course in Pitman Shorthand*, with additional transcription material supplied in the lessons. Controlled dictation is provided by means of records. (The student must obtain a record player capable of playing the 45 r.p.m. records that are supplied, and provide a typewriter.) As stenographic work requires a good background in English and typing, a student should have completed several courses in English and at least an introductory typing course before requesting enrolment. Completion of this course provides a sound foundation for Pitman Shorthand II SH400.

Pitman Shorthand II SH400

This advanced course in Pitman shorthand is primarily a dictation and transcription course designed to increase a student's speed in taking dictation and in producing an accurate and attractive transcript at the typewriter. The text is *Pitman Shorthand Dictation and Transcription*, which places increased emphasis on phrasing and expansion of vocabulary. Controlled dictation is provided by means of records. (The student must obtain a record player capable of playing both 45 and 33-1/3 r.p.m. records, and provide a typewriter.) The background for this course is provided by TY200 and SH300 or equivalent courses.

Law LW402

Canadian law as it applies to ordinary business and private affairs is the subject of this introductory course. The student gains some knowledge of legal rights and obligations and learns to recognize situations that require professional legal advice. The course does not prepare the student to handle legal affairs. It begins with a brief consideration of the origins of law, classes of law, and the administration of law, then proceeds to a more detailed study of family law, criminal law, the laws of contracts, negotiable instruments, employment, and sales.

English

The following twenty-lesson courses are offered:

English E130
English E160
English E111
English E211
English E311
English E421
English E422
English E521
English E522

The following ten-lesson, Year 3 and Year 4 courses are offered:

English E302x
Readings in Archaeology

English E304x
Readings in Ecology

English E306x
Readings in Science Fiction

English E308x
Grammar

English E402x
Readings in Wilderness

English E404x
Readings in Flight

English E406x
Perspectives of Prose

English E408x
Creative Writing

A mature student who has been active in the business world or has read widely should be capable of working successfully in a Year 3 course in English. Even if the student has done no formal work in Year 1 or Year 2 English in secondary school, enrolment in English E311 or in any of the ten-lesson courses may be requested.

English E130

(new course)

Like playing tennis or driving a car, expressing yourself in writing requires practice. Here is a new course in basic English especially designed to improve your ability with written language. In each lesson you encounter real-life situations in such areas as health, recreation, and the law, and in such social and business contexts as the writing of letters and the completion of forms. Short practical tasks help you to use language with ease and to read, think, and write about a series of topics directly related to daily life. This course is useful both to students whose native language is English and to those for whom English is a second language. A dictionary will be provided; no other text is required for this course.

English E160

This traditional course, intended for students who would like remedial work in English before undertaking the subject at the secondary school level, offers a review of grammar and practice in both spelling and writing. The program also includes a study of word meanings and experience in understanding the writings of others. A number of texts, including a short novel, and aids such as a dictionary and workbooks will be provided.

English E111

This is a comprehensive first-year course in high school English. A selection of short stories and two action-filled novels, one of them a science-fiction work, form the greater part of the reading for this course. Plays and poems make up the remainder of the literature selections. Practice in writing short assignments as well as a review of the use of language will help the student to communicate more clearly.

English E211

Writers employ a number of long-established literary forms such as the novel, the short story, the play, and poetry in order to present their ideas. Examples of these forms including writings by Nevil Shute, John Wyndham, and Kenneth Bagnell are introduced and explored in this course. In addition, this program is intended to be helpful in improving students' knowledge of grammar and word usage by giving them the opportunity to exercise their writing skills and have them evaluated.

English E311

The emphasis in this varied English program is on enjoyment. Students will have an opportunity to express their own ideas in discussions based on various short stories and the contemporary novel *To Kill a Mockingbird*. The drama section offers a brief look at the theatre in Canada and a choice of either a group of short contemporary plays or a modern approach to *Romeo and Juliet*. Students are also encouraged to assess the mass media – print, radio, film, and television – which play such a dominant role in contemporary life. Practice in writing effective social and business letters as well as experience in developing writing skills provide students with a good preparation for the business world or further education.

English E421

This advanced-level course provides a good foundation for English study in Year 5 and beyond. The reading selections are varied: short stories and essays, short and longer poems, one-act and full-length plays, the short and full-length novel. Among the literary works proposed for study are such well-known titles as *Miss Julie* (Strindberg), *The Pearl* (Steinbeck), *Sons and Lovers* (D. H. Lawrence) and a choice of *Macbeth* (Shakespeare) or *Death of a Salesman* (Arthur Miller), offered as an alternative. Many of the lessons allow for student choice. The course encourages students to read, think, and write with literary insight.

English E422

(new course)

Here is an invitation to adventure. This English program is designed to help students discover several forms of literature and learn more about themselves. Twenty lessons encourage students to express their opinions on various pieces of writing (short stories, poems, plays, essays, and novels) and to explore contemporary issues. The language usage section of each lesson is directly related to students and their everyday encounters with language. How easily are we persuaded by what we read and see? Are we critical enough in our reactions to television, radio, and newspapers? To what extent are we concerned about our own use and appreciation of language? Practice in the completion of forms and letters of application and the writing of reports will help to prepare students for the business world.

English E521

This is an updated, valuable program for any student of English at the senior level. A comparative study of various forms of literary writing (the short story, the essay, poetry, drama, the novel) provides students with an opportunity to evaluate literature, to express their opinions, and to improve their writing. Instruction and practice in précis and essay writing prepare students for work at the post-secondary level. The course is intended to develop two basic skills: appreciative reading and effective writing.

The texts are:

Charlesworth, R., and Lee, D., eds. *Anthology of Verse*. Toronto: Oxford University Press, 1964.

Ford, M. *Techniques of Good Writing*.

Toronto: The Book Society of Canada, 1961.

Giraudoux, J. *The Madwoman of Chailot*.

Toronto: McGraw-Hill Ryerson, 1969.

Hemingway, E. *A Farewell to Arms*. New York: Charles Scribner and Sons, 1957.

Shakespeare, W. *Hamlet*. Falcon edition, Toronto: Longman Canada, 1963.

English E522

What is a Canadian? How is the Canadian sense of identity reflected in the writings of our authors – of those who were born here and of those who, like Susannah Moodie, came as immigrants? Morley Callaghan, Margaret Atwood, Gabrielle Roy, and Mordecai Richler are among the well-known contemporary authors who bring wit and insight to the Canadian experience. The student will also encounter a host of other Canadian writers in this course designed for the reader who wants to learn more about this country's literary heritage.

Basic texts for the course are: Mandel, Eli. *Poets of Contemporary Canada*. Toronto: McClelland & Stewart, 1972.
Mickleburgh, Brita. *Canadian Literature*. Toronto: McClelland & Stewart, 1973.

English E302x

Readings in Archaeology

This course consists of readings, in prose and poetry, on the theme of archaeology. The course is recommended for students who have a particular interest in past civilizations and archaeological discoveries. Three main civilizations are examined: the Minoan Crete, the Mayan, and the Viking. The course includes assignments designed to develop the student's writing skills.

English E304x

Readings in Ecology

Our vital need to live in harmony with our environment is the theme of this course of readings on overpopulation, pollution, and the wastage of our natural resources. Students develop writing skills through assignments that encourage them to express their opinions on these vital issues.

English E306x

Readings in Science Fiction

This ten-lesson course explores some of the ways in which well-known twentieth-century writers have imagined the future. The absorbing variety of short stories and novels selected take an imaginative look at our future on earth and in the vast reaches of space. Included in the program of study are such classics as *Brave New World* and *2001: A Space Odyssey*. Each lesson of the course provides the student with experience in developing critical and creative potential as a writer.

English E308x

Grammar

This course will be useful to students who want to "brush up" their grammar. Acceptable forms and appropriate levels of usage in business and in more general situations are examined and the reasoning behind them explored. The emphasis of the approach is constructive rather than corrective.

English 402x

Readings in Wilderness

Is our wilderness truly a dwindling heritage? If so, why is it being diminished, and by whom? Should we try to save it? How? Some of the answers that men and women of various times and places have suggested to these vital questions are presented in this course of prose and poetry readings. Assignments encourage students to develop their powers of self-expression. Recently published books and articles update the course and stimulate students to form and express their ideas on this vital topic.

English E404x

Readings in Flight

From Leonardo Da Vinci's Flying Machine (1452) to the moonwalk, this ten-lesson course chronicles the adventurous story of flight. First-person accounts by early flyers and illustrations of aircraft supplement the exciting novels in the course. The readings serve as a stimulus to the development of writing skills.

Français

English E406x

Perspectives of Prose

This ten-lesson course examines the perspectives from which some of the outstanding thinkers of our time view the contemporary world in essays, radio talks, newspaper columns, and literary studies. Northrop Frye, Robert Graves, E. M. Forster, Arnold Toynbee, Joseph Wood Krutch, Archibald MacLeish, and John Ciardi are among the scholars and writers whose works are considered. The course gives students perspective as they consider the skills of the writer's art and learn to read with understanding and enjoyment. The lessons are challenging and develop an awareness of the creative give-and-take process between writer and reader.

English E408x

Creative Writing

Students with an urge to write or with an interest in improving their writing will find the models and assignments in this course helpful. While the course has been structured to meet several kinds of writing needs and develop certain writing skills, the creative assignment in each lesson gives the student an opportunity for undirected, personal expression. The reading selections are intended to increase appreciation of various writing styles and techniques and to extend reading interests.

Les cours de français destinés aux élèves francophones comprennent vingt leçons chacun et correspondent aux cours du programme avancé.

Le programme d'études comprend les cours suivants :

Français f151

Français f251

Français f351

Français f451

Français f561

Français f562

Français f151

Ce cours s'adresse aux élèves qui ont complété le programme de la 8^e année du cours élémentaire en langue française, ou l'équivalent. Chacune des vingt leçons de ce cours se développe autour d'un thème, la composition et la grammaire s'y rapportent directement. La partie littérature permettra aux élèves de prendre connaissance des grands auteurs de la littérature française et canadienne-française. Le programme d'études inclut les ouvrages suivants : *Lettres de mon moulin* (Daudet), *Le Lion* (Kessel), *Le Voyage de M. Perrichon* (Labiche). Ce cours donne aux élèves la préparation nécessaire au cours de français f251. Les élèves de langue anglaise qui lisent, écrivent et parlent couramment le français au niveau de la 8^e année peuvent s'inscrire à ce cours s'ils le désirent.

Français f251

Ce cours s'adresse aux élèves qui ont complété le cours de français f151 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *Maria Chapdelaine* (Hémon), *Contes du lundi* (Daudet), *Il ne faut jurer de rien* (Musset). Ce cours donne aux élèves la préparation nécessaire au cours de français f351.

Français f351

Ce cours s'adresse aux élèves qui ont complété le cours de français f251 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *L'Avare* (Molière), *Le Grand Meaulnes* (Fournier), *Zone* (Dubé). Ce cours donne aux élèves la préparation nécessaire au cours de français f451.

Français f451

Ce cours s'adresse aux élèves qui ont complété le cours de français f351 ou l'équivalent. Chaque leçon de ce cours comprend deux parties : a) Étude de textes; b) Étude de la langue et de ses éléments. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *Le Cid* (Corneille), *Cyrano de Bergerac* (Rostand), *Vol de nuit* (Saint-Exupéry). Ce cours donne aux élèves la préparation nécessaire au cours de français f561.

Français f561

Ce cours s'adresse aux élèves qui ont complété le cours de français f451 ou l'équivalent. Le programme offre l'étude d'ouvrages classiques et modernes, comprenant des pièces de théâtre : *Andromaque* (Racine), *Topaze* (Pagnol), des romans : *Les Saints vont en enter* (Cesbron); *Rue Deschambault* (Gabrielle Roy); des morceaux

choisis de prose et de poésie. La partie *étude de la langue* comprend l'étude de la syntaxe et quelques notions de phonétique. L'élève acquerra la maîtrise de la langue parlée et écrite comme instrument de communication, avantage appréciable tant au point de vue professionnel que culturel.

Les manuels à l'étude sont les suivants : *Andromaque* (Racine), Les Petits Classiques Bordas : *Topaze* (Pagnol), Livre de Poche no 294; *Les Saints vont en enter* (Cesbron), Livre de Poche no 2301-02; *Rue Deschambault* (Gabrielle Roy), édition ordinaire; *Le Plan*, Livre de l'élève (L. Geslin et J. M. Laurence); *Initiation à la phonétique* (R. Bergeron); *Précis de grammaire française* (Grévisse).

Vous trouverez sans doute les manuels mentionnés ci-dessus dans une librairie de votre localité. Cependant, au cas où vous auriez de la difficulté à vous les procurer, vous pouvez les obtenir en écrivant à l'adresse suivante : Le coin du livre, 263, rue Dalhousie, Ottawa, Ontario, K1N 7E3. Ayez soin de vous procurer les éditions indiquées ci-dessus afin de pouvoir vous reporter aux références mentionnées dans le cours.

Français f562

(nouveau cours)

Ce cours s'adresse aux élèves qui ont complété le cours de français f451 ou l'équivalent. Le programme est une étude approfondie du théâtre canadien-français. Le manuel de base est *Le Théâtre québécois* de J. C. Godin et L. Mailhot. Les oeuvres suivantes sont à l'étude : *Sonnez les matines* de Félix Leclerc, *Bousille et les justes* de G. Gélinas, *Au coeur de la rose* de P. Perrault, *Au retour des oies blanches* de M. Dubé, *Le Temps sauvage* de A. Hébert.

Outre l'intérêt que présente pour tous le théâtre canadien-français, ce cours est particulièrement utile aux élèves qui ont l'intention de se spécialiser dans le théâtre.

French and German

The French courses are designed principally for students whose first language is English and who wish to begin or continue their study of French as a second language.

The following twenty-lesson courses are offered:

French F101

French F201

French F301

French F401

French F521

French F522

German GR501

The following ten-lesson course is offered:

French F111x

French F101

Students who have not learned French in the past will wish to begin their studies with French F101. From the very beginning of the course, the student will start to acquire such important language skills as reading, writing, and translating. Work with spoken French is conducted by means of phonograph records. At the conclusion of this course, the student will be prepared to begin French F201.

French F201

This course enables students who have completed French F101 or its equivalent to continue the development of their French-language skills. Records for help with the spoken language are supplied. Students are introduced to simple prose selections designed to increase their ability to read everyday French. This course prepares the student for French F301.

French F111x

Many adults who wish to begin French studies once again have completed at least two years of formal French study in secondary school. Although such students have often forgotten much grammar and vocabulary, they are able to recall the essentials through a short review. Thus, instead of working through the 40 lessons of French F101 and French F201, these students may take this ten-lesson refresher course. French F111x enables students to proceed to French F301 or to French F401 if they already have the equivalent of F301; it should be noted, however, that French F111x only covers the first two years of secondary school French and thus is not an adequate preparation for French F521 and French F522.

French F301

In French F301 students will continue to develop the language skills begun in earlier courses. An important feature of F301 is the introduction of more challenging readings in French prose. This intensive reading is important groundwork for acquiring the ability to read the various styles of French currently in use. As in the earlier correspondence courses, the student is lent phonograph records for practice with the spoken language. Students who wish to enrol in French F301 are expected to have completed French F201 or its equivalent.

French F401

The aim of French F401 is to continue the development of mature language skills begun in French F301. Along with grammar and translation studies, the student will read French texts designed to build vocabulary and to enhance both reading and writing ability. Practice in oral comprehension and spoken French is provided through a series of records supplied with the lessons. The student who enrolls in French F401 is expected to have completed French F301 or its equivalent.

French F521

This senior French course combines reading (short stories and a modern play) and composition (grammar study and writing practice). As in earlier courses, oral practice and comprehension studies are conducted by means of phonograph records. Students are expected to have completed French F401 or its equivalent before they attempt French F521.

On completion of French F521 students should be able to read and write everyday French, and also should be able to express themselves adequately in most conversational situations.

The texts are:

Gélinas, G. *Hier les enfants dansaient*. Ottawa: Éditions Leméac, 1968.

Jeanneret, F. C. A.; Hislop, E. E.: and Lake, M. H. *Cours moyen de français*. Part II. Toronto: Clarke, Irwin & Co., 1968.

Maupassant, Guy de. *Contes choisis de Guy de Maupassant*. Toronto: Clarke, Irwin & Co., 1967.

French F522

French F522 should appeal especially to students who intend to continue their study of French beyond secondary school. Advanced grammar topics are included in the course, but the major emphasis is on developing a good writing style. The study of texts in French F522 provides guidance in the appreciation and critical study of French literature. Phonograph records are provided for practice with the spoken language. Students may study French F521 and French F522 concurrently but are expected to have completed French F401 or its equivalent before enrolling in French F522.

The texts are:

Carlut, C., and Meiden, W. *French for Oral and Written Review*. Toronto: Holt, Rinehart and Winston of Canada, 1968.

Molière, J.-B. *Le bourgeois gentilhomme*. Toronto: The Copp Clark Publishing Company, 1947.

_____. *Tartuffe*. Paris: Éditions Bordas, 1969.

Roy, Gabrielle. *Rue Deschambault*. Montréal: Librairie Beauchemin, 1974.

German GR501

German GR501 is designed to present a balanced program for the development of language skills. The main stress of the course is on advanced grammar study and on reading and writing modern German. Reading materials focus on social and cultural topics relevant to post-war Germany. Students enrolling in German GR501 are expected to have completed a Year 4 secondary school German course or its equivalent.

The texts are:

Winkler, G., et al. *A-LM German*. Level Three. 2nd ed. Toronto: Longman Canada, 1971.

_____. *Student Exercise Book for A-LM German*. Level Three. 2nd ed. Toronto: Longman Canada, 1971.

Geography

The following twenty-lesson courses are offered:

Geography G103
Geography G203
Geography G300
Geography G301
Geography G400
Geography G401
Urban Studies G403
Geography G503

The following ten-lesson Year 3 course is offered:

Geography G311x
Fundamentals of Physical Geography

A mature student may request enrolment in any of the Year 3 or Year 4 courses, even if no work has been done in Year 1 or Year 2 Geography.

Geography G103
 (replaces G101)

This course examines the continents of Europe and Asia. Since the most important nation under study stretches across both continents, these are combined into the large area of Eurasia. Populations and topographies of certain European and Asiatic countries are examined separately. The course seeks to foster a sympathetic understanding of problems that may seem remote to most Canadians. The coloured maps and illustrations in the newly revised text, combined with the illustrative materials in the lessons, help to make this an interesting and up-to-date course. The texts are *The Canadian Oxford School Atlas* and *Through Europe and Asia* (revised).

Geography G203
 (replaces G201)

Whether they have travelled widely in their country or have simply studied maps, photographs, and films, Canadians are aware of the great diversity of Canada's geography. This diversity and the contrast between the vast size and the small scattered pockets of population create many problems and offer almost unlimited possibilities for study.

The first part of this course is an introduction to the physical landscape of Canada, from which a firm understanding of the origins and appearance of the land can be established. Based on this knowledge the settlement and economic development of Canada can be better appreciated and many current problems seen in a clearer perspective.

This course is particularly suited to students who have been away from studies for some time, as it enables them to use personal experience as well as textual material as resources for completing assignments. Many opportunities exist for students to research topics of their choice and conduct geographical investigations in their own neighbourhood.

Geography G300

The fishing banks of Newfoundland, the farms of Ontario, the mines of the Pre-Cambrian Shield, the oil fields of the west – what is the economic contribution of each of Canada's regions and how do they depend on one another? How do geographic factors influence the economic relationship of Canada and the United States? In addition to these questions, this course examines regional and local topics such as methods of land use, forestry procedures, the tourist industry, life in the Arctic, and national and human resources. Topographic maps are studied.

Geography G301

Land and people: how do they interact, how do they affect one another? In the section of this course dealing with *human* geography, examples of human adaptation to various environments are examined and contrasted. Specific problems of rural and urban development are also studied. This course differs from the geography courses that most students are familiar with, since it takes a systematic rather than a regional approach.

The second of the two main areas into which the study of geography is divided is that of *physical* geography. Emphasis is placed on the basic skills of the geographer, including

the ability to read and interpret aerial photographs, topographic maps, weather maps, and charts. The texts are *The Canadian Oxford School Atlas*, *Geographic Fundamentals*, and *Land, Climate and Man*.

Geography G311x

Fundamentals of Physical Geography

Explorations of the moon's surface may make headlines, but how much do most of us know about the earth on which we live? This course in physical geography includes such topics as earth structure, rock structure, continental drift, land forms created by running water and wind, elements of climate, climatic classification, natural vegetation, and soils. Special attention is given to the reading and interpretation of topographic maps, aerial photographs, and weather maps. This course is designed to provide geographic skills and knowledge necessary for more advanced Geography courses, including G503.

Geography G400

The prime concern of these environmental studies is the importance of the conservation of the natural resources of the world. The soils, vegetation, lakes, rivers, minerals, and industrial resources, as well as the precipitation and other climatic factors of various regions of the world, are studied as resources and examined in terms of their importance for the continuation of life. The methods whereby people can make wiser use and renew the resources of the environment are closely examined. Students are required to do assignments with topographical and weather maps. The texts are *Landscapes of the World* and *The Canadian Oxford School Atlas*.

Geography G401

This is a Year 4 course and requires a knowledge of the fundamentals of both physical and human geography. Selected areas in the United States, Europe, and Asia and related topographic maps and aerial photographs are examined. Problems such as political boundaries, overpopulation, and the relationship between the metropolis and its rural surroundings are studied within the

context of the selected areas. The texts are *The Canadian Oxford School Atlas* and *Selected Studies in Regional Geography*.

Urban Studies G403

The causes and consequences of modern Canadian urban development as well as the nature of cities and towns in Ontario and Canada are the themes of this course. Urbanization, urban problems in large Canadian cities, pioneer settlements, small towns in Ontario, and an in-depth study of Toronto are among the topics covered. The student is given the opportunity to do optional research on the Mid-Canada Development Corridor or a study of the local community. The texts are *Urban Prospects*, *Patterns of Settlement in Southern Ontario*, and *Toronto: An Urban Study*.

Geography G503

Canada's geography is a dynamic one. In less than a generation Canada has been transformed from a country of farmers, miners, fishermen, and woodsmen to one where urbanization and industrialization are key factors in the nation's economy and future prosperity. Yet Canada is a diverse nation with many different regions, each having its own distinctive characteristics and problems. This course aims to involve the student in a deeper understanding of Canada and its existence as a collection of regions that together make up a highly distinctive country. Students wishing to enrol in this course must have a good grounding in physical and human geography, such as that provided in G311x. Resources for study include a recent text, a book of readings, and numerous up-to-date references, together with air photographs and topographic maps.

The texts are:

Irving, R. M. *Readings in Canadian Geography*. Rev. ed. Toronto: Holt, Rinehart and Winston, 1972.

Putnam, D. F., and Putnam, R. G. *Canada: A Regional Analysis*. Toronto: J. M. Dent and Sons, 1970.

History and Social Sciences

The following twenty-lesson courses are offered:

History H200
History H201
World Politics WP300
History H301
History H305
Economics EN400
Man in Society MS400
History H401
Economics EN501
History H503

The following ten-lesson courses are offered:

History H203x
History H205x

Mature students may request enrolment in any of the Year 3 or Year 4 courses – History H301, History H305, History H401, World Politics WP300, Economics EN400, Man in Society MS400 – even if they have done no work in Year 1 or Year 2 History.

History H200

This survey of two centuries of Britain's history – from 1760 to the present – stresses several important themes: the rise and fall of Britain's empire, the Industrial Revolution and its far-reaching effects, the struggle for political and social rights, the role of the British people in two world wars, the rise of the Commonwealth, and Britain's technological development and problems. The content is similar to that of Year 1 History courses offered in many of the secondary schools of Ontario. The texts are *The British People, 1760-1902* and *Britain in the Modern World: The Twentieth Century*.

History H201

Canada in the twentieth century is the subject of this course. The major themes include Canada's economic development in the early 1900s, Canada's part in two world wars, the "roaring twenties", the Depression of the thirties, and major developments in Canada after 1945. Linked with these topics is an emphasis on Canada's relationship to Britain and the United States. The study concludes with a brief examination of some major aspects of Canadian government. *Decisive Decades* (revised) and *Canadian Democracy at Work* (revised) are the texts used.

History H203x

What are the key issues in Canada today? Foreign ownership? National unity? Unemployment? Immigration? How does one begin to understand such important issues? This course offers one approach. It focuses on one issue – Canadian national unity – in both its contemporary (FLQ crisis, 1970) and historical (the Riel Rebellions) contexts. The skills developed in analysing the issue of national unity should enable the student to examine other issues independently. There is no textbook with this course: the readings have been compiled from pamphlets, articles, and newspaper clippings.

History H205x

There is an old saying that "in life two things are certain: death and taxes." To this statement we could add a third certainty: government. Government influences all of us. But how much do you know about how Canada is governed?

This course examines the fundamentals of our federal system and provides a valuable basis for understanding its operation. *Canadian Democracy at Work* is the basic textbook. Photographs and additional information supplement the text.

World Politics WP300

Government on all levels is playing an increasingly important part in the lives of all of us. Do we, as citizens, have the necessary understanding to participate in the political process? This course discusses the organization of government; aspects of different systems of government such as Nazism, communism, and democracy; the role of the individual in government; the "Third World"; the origins and impact of war; the meaning and growth of nationalism and internationalism, and implications for the future. Readings and illustrations are included in the lessons. The resource text is *Inside World Politics*.

History H301

Modern civilization owes much to the ancient and medieval worlds. The themes covered in this study focus on the contributions that past civilizations have made to present ones, in particular to Western civilization. The first ten lessons examine the ancient history of Greece and Rome; the last ten lessons focus on some of the mainstreams of medieval history. Included in the medieval section are lessons on feudalism, the influence of Roman Catholicism, the rise of business, the Renaissance, the growth of Protestantism, and the beginnings of the modern nation state. Pamphlets, documents, and illustrations supplement the text *The Enduring Past*.

Note: Students enrolled in History H301 may not take History H305.

History H305

Our heritage from medieval and Renaissance Europe is emphasized in this survey of the evolution of Western civilization from approximately 400 A.D. to 1600 A.D. Topics include a study of the great events, institutions, art and other aspects of culture, as well as the forces that shaped the development of Europe during the turbulent period of history extending from the declining years of the Roman Empire, through the Middle Ages, to the era of Renaissance and Reformation. The texts are *The Emergence of Europe, Civilization in Perspective*, and *Renaissance and Reformation* (Unit 1 of *Europe and the Modern World*).

Note: Students enrolled in History H305 may not take History H301.

Economics EN400

Should the Canadian economy be merged with that of the United States or should it be made more independent? What causes inflation and unemployment? Can the cycle of ups and downs in the economy be modified? Would Canada's economic position improve with a larger population? Does Canada need a more generous system of social security or is the present system too generous? Through an examination of these and other important questions, the student gains knowledge of the principles of modern economics. The texts are *Economics: A Search for Patterns* and *Contemporary Canada: Readings in Economics*.

Man in Society MS400

The objectives of Man in Society are: to lead students to an understanding of some of the institutions and forces in contemporary life, to enable them to make an assessment of their relationship to the society in which they live,

and to provide some understanding of other societies. The character of humans, their aggressiveness, their prejudices, their cultures, their roles, and their "races" are examined initially. The remaining lessons examine the problems of humanity, the institutions of Canadian society, and the impact of technology on the modern world which is turning our planet into a "global village". The text is *A Social View of Man*.

History H401

Personalities, ideas, events, institutions – these are the ingredients that shape history. In this survey of world history from the seventeenth century to the present, the student becomes better acquainted with personalities such as Napoleon, Voltaire, Bismarck, Churchill, Mao Tse-Tung; examines ideas such as socialism, Marxism, Naziism and democracy; traces events such as the French and Russian Revolutions; and studies institutions such as the United Nations. Asian issues and the problems of the "Third World" are also discussed. Pamphlets and documentary readings supplement the text *Modern Perspectives*.

Economics EN501

Economics is a topic of everyday concern both to the world's leaders and to ordinary citizens. This course offers tools and practical methods for understanding and coping with current economic questions. Emphasis is placed on the problems and issues that underlie economic policy and that affect economic growth, stability, and security. Pure economic theory is avoided as much as possible in order to focus on the reality of what is happening today – to see economics as one aspect of our present social structure and to realize the interrelation of economic problems, social issues, and political decisions. Students are encouraged to defend reasoned positions on current controversial public policy issues.

Although no specific prerequisites are required, students should have completed Year 4 courses in Economics, History, or English, or have some equivalent educational background to provide them with the reading and writing skills necessary for successful completion of Economics EN501.

The texts are:

MacDonald, H. H.; Silk, L. S.; and Saunders, P. *The World of Economics*. Toronto: McGraw-Hill Ryerson, 1971.
 Pal, I.-D., ed. *Canadian Economic Issues: Introductory Readings*. Toronto: Macmillan Co. of Canada, 1971. (Paperback)

History H503

(replaces H501)

This course offers students an opportunity to examine and interpret the many aspects of the people and events that make up Canada's history.

The historical method will be used to examine a variety of Canadian themes: native peoples; the origin of French-Canadian nationalism; the pressures of Confederation; the agony of conscription; life during the Depression; and Canada's developing autonomy.

Students will also select two of three topics for in-depth study. The first examines immigration to Canada; the second offers a look at Ontario's history; the third provides directions in the writing of local history.

The basic text is supplemented by a variety of resources that are provided with the lesson material.

The basic text is:

Herstein H. H.; Hughes, L. J.; and Kirbyson, R. C. *Challenge and Survival*. Toronto: Prentice-Hall, 1970.

Latin and Classical Studies

The following courses are offered:

Latin L211

Latin L311

Classical Studies L312x

Latin L401

Latin L521

Latin L522

With the exception of L312x, each course comprises twenty lessons and is valued as one credit. No previous knowledge of Latin is necessary for enrolment in the ten-lesson course in Classical Studies or for enrolment in L211.

Latin L211

(replaces L201)

This is an up-dated course in beginners' Latin, which is valuable to any student interested in exploring ancient Mediterranean culture and the "world of words". Is Latin really a "dead language"? The course attempts to answer this question by examining the role of Latin in our own language and in European languages familiar to us. A recording that explains pronunciation and oral reading is available to students.

The basic forms of Latin are taught and practised throughout the first nineteen chapters of the text *Latin for Canadian Schools: A New Approach*. Latin L211 will develop basic language skills that can be applied to any future study of language. For students who are planning to continue studies in the classics, L211 is a logical first step.

Latin L311

(replaces L301)

As the course code indicates, L311 is a second course in Latin, designed to follow Latin L211 or its equivalent. Latin L311 opens with two lessons that are intended to help the student recall basic language structures practised in the beginners' course. Latin L211 covered the first nineteen chapters of *Latin for Canadian Schools: A New Approach*; L311 continues with the next nineteen chapters. The reading selections include short stories and longer narratives in the original Latin. The writing program is intended to develop the student's ability to do sight translations from Latin into English and to write simple passages in Latin. The printed lesson materials place considerable emphasis on the Roman way of life, and these cultural studies are supplemented by other materials from the text.

Students who have completed Latin L201 (which has now been replaced by Latin L211) or who have taken an equivalent course in Beginners' Latin will be able to continue their Latin studies with Latin L311.

A recording that offers practice in Latin pronunciation is also available to students. Latin L311 provides excellent preparation to students wishing to pursue further studies in the classics.

Classical Studies L312x

Our cultural heritage is the topic discussed throughout this course. In L312x, the student is encouraged to examine with the archaeologist some of the ancient sites of Greece, Crete, and Egypt. This course also provides an introduction to the origins of language and to a knowledge of Latin and Greek roots in modern English. It offers an opportunity for imaginative and creative work. There is no prerequisite for L312x.

Latin L401

Latin L401 is designed for the student who has a background equivalent to L301, which has now been replaced by L311. The material covered in L401 is found in Chapters 56 to 75 of *Latin for Canadian Schools: A New Approach*. A revised course, which will follow L311 directly, is now being prepared.

Latin L401 provides students with an opportunity to continue reading in the original language. Short reading selections introduce the masters of Latin prose and poetry. This involves more advanced work in language structure. The emphasis in this course is on reading Latin literature for comprehension and for a better understanding of the daily life and social customs of the ancient Romans. The resource booklet supplied with the course will stimulate interest in the extensive archaeological research now being carried on in many parts of the Mediterranean world.

In the senior area of study in the classical languages, two courses are offered. The student whose previous training is the equivalent of L401 may choose either one, or both, of the following.

Latin L521

This survey of classical literature offers a wide variety of readings. Excerpts from the writers of the golden age of Latin literature are included, along with familiar passages from the Old and New Testaments and from Latin writings of the Middle Ages. Those from the *Carmina Burana* collection are of particular interest.

The emphasis in this course is on reading for comprehension and on developing an appreciation of the culture and life styles of the times. Language structure is, for the most part, a review of previous study.

The texts are:

Breslove, D., et al. *Latin Poetry Selections*. Toronto: Thomas Nelson & Sons (Canada), 1948.

Fullwood, N. *Cicero on Himself*. Toronto: Clarke, Irwin & Co., 1971.

Morford, M. P. O. *A New Latin Reader*. Toronto: Longman Canada, 1971.

Taylor, B. C., et al. *Our Latin Legacy*. Book 2, Part 2. Toronto: Clarke, Irwin & Co., 1968.

Latin L522

In L522 the emphasis is on a critical appraisal of Latin prose and poetry. The student has the opportunity of reading excerpts from the famous *Verrine Orations* of Cicero and from Vergil's *Aeneid*, the timeless love story of Dido and Aeneas. Reading of accepted translations as well as selections in the original language is practised. Some of this reading requires the development of additional skills in language structure. Wherever necessary, this instruction is included.

The texts are:

Breslove, D., et al. *Latin Prose Selections*. Toronto: Thomas Nelson & Sons (Canada), 1948.

———. *Latin Poetry Selections*. Toronto: Thomas Nelson & Sons (Canada), 1948.

A choice of:

Breslove, D. *Latin Composition for Grade 13*. Toronto: Gage Educational Publishing, 1961.

Taylor, B. C., et al. *Our Latin Legacy*. Book 2, Part 2. Toronto: Clarke, Irwin & Co., 1968.

Mathematics

The courses in Mathematics are grouped into the following three categories: Series A – Advanced Mathematics; Series B – General Mathematics; Series C – Mathematics for Business.

A general description of each series follows the list of courses in that series. The student should select the appropriate series, then determine the most suitable course from that series by reading the course descriptions.

Series A

Advanced Mathematics

Mathematics M111x

Mathematics M101

Mathematics M201

Mathematics M303

Mathematics M403

Mathematics M511

Mathematics of Investment

Mathematics M521

Relations and Functions

Mathematics M522

Calculus

Mathematics M533

Algebra

Series A is designed for students who wish one or more of the following:

- preparation for the study of mathematics in Year 5 and possibly beyond;
- courses that are theoretical rather than practical;
- insight into the modern approach in mathematics;
- challenging courses designed for students who are strong in mathematics.

The student who has studied traditional mathematics in secondary school and who wishes to study courses in Series A requiring a knowledge of modern mathematics should begin by selecting Mathematics M111x. Mathematics M511 and Mathematics M522 do not require a knowledge of modern mathematics.

Mathematics M111x

Many changes have taken place in mathematics programs over the last decade. This self-contained ten-lesson course provides an opportunity to become acquainted with some of the latest developments. The course could be selected for personal interest or for the purpose of acquiring the background necessary to resume studies in or transfer to the Advanced Mathematics series. The topics covered include: sets and set notation, operations with integers and rationals, number properties, number lines, ordered pairs, graphing linear equalities and inequalities, and an introduction to geometry.

Mathematics M101

This is the beginning course in the series leading to Year 5 studies in mathematics. It would be appropriate for students with only a year or less than a year of high school general mathematics. The course has been designed specifically for adults who may not be familiar with this approach. Whereas M111x is a short

survey course, M101 develops each new topic in detail, allowing ample opportunity to practise new skills. Topics covered include: the language of sets, properties of natural numbers, integers and rationals, addition, subtraction, multiplication and division of integers and rationals, introduction to algebra, solution sets and their graphs for first degree equations and inequations, laws of exponents and the use of standard forms in estimating products and quotients, square root, the arithmetic of polynomials including factoring and a brief introduction to geometry.

Mathematics M201

Each course in the advanced series beyond M101 is cumulative; that is, it continues the study of topics developed in previous courses. Following a review and extension of topics studied in M101, this course deals with binary relations, ordered pairs, graphs of linear relations and inequalities, and the solution to systems of linear equations. The second half of the course introduces Euclidean geometry and develops theorems related to congruence, isosceles triangles, parallel lines, angles in a triangle, and area.

Mathematics M303

This is the third in a series of four courses leading to studies in Year 5 mathematics. Students selecting this course should be prepared to commit themselves to an intensive study of mathematics. A significant number of new topics are introduced including vectors, transformations, analytic geometry of the straight line, and functions. The following types of functions are classified and studied: linear, quadratic, circular, and trigonometric.

Mathematics M403

A student completing this course will be well prepared for any mathematics course in Year 5. At this stage the various topics studied begin to fit together and the structure of mathematics can be appreciated. With functions as the unifying concept, this course provides a detailed study of quadratic, exponential, logarithmic, circular, and trigonometric functions. Opportunities to apply this knowledge to practical problems are provided. The course concludes with a study of the Euclidean geometry of the circle and an introduction to sequences and series.

Mathematics M511

Mathematics of Investment

This is an intensive course that will be of interest to students who wish to learn the fundamentals of financial calculations involved in banking, annuity or bond purchases, home financing, and consumer credit in general. Topics include: calculative devices, interest and discount, annuities, bonds, mortgages, monthly payment plans for houses and automobiles, depreciation, capitalization, borrowing of money, and calculation of interest rate. Although a knowledge of the modern approach to mathematics is not required for this course, students requesting enrolment should have completed four mathematics courses beyond elementary school, including an intensive study of algebra. No textbook is required.

Mathematics M521

Relations and Functions

Previous work on functions and relations is enlarged upon with emphasis on the unifying concept of mapping. Topics include: notation, classification and properties of functions, sequences and series, compound interest, annuities, instalment buying and consumer credit, trigonometry, definition and discussion of conics, and plane transformations and their application to second degree relations. Students requesting this course should have completed four advanced mathematics courses beyond elementary school. There is no text for this course.

Mathematics M522**Calculus**

Calculus is a study of how one variable changes with respect to another. This rate of change is represented by a function known as a derivative. The power, product, quotient, and chain rules are discussed prior to using derivatives to solve practical problems involving motion and maximum, and minimum concepts. Integration, which is the reverse operation of finding a derivative, is used to calculate areas and volumes. The course concludes with an introduction to polar co-ordinates and complex numbers. This is a practical course in which theory is kept to a minimum. Students requesting this course should have completed four mathematics courses beyond elementary school, including an intensive study of algebra and analytic geometry.

The text is:

Del Grande, J. J., and Duff, G. F. D. *Elements of Modern Mathematics: Calculus*. Toronto: Gage Educational Publishing, 1972.

Mathematics M533**Algebra**

This course studies a number of topics valuable to students planning a career in the physical and social sciences. Topics include: set theory, principles of counting, permutations and combinations, mathematical induction, the binomial theorem, probability, vectors with geometrical and physical applications, vectors and the Cartesian co-ordinate system, and matrices used to solve equations. Students requesting this course should have completed four advanced mathematics courses beyond elementary school.

The text is:

Coleman, A. J., et al. *Elements of Modern Mathematics: Algebra*. Toronto: Gage Educational Publishing, 1973.

Series B

General Mathematics

Mathematics M100**Mathematics M200****Mathematics M302****Mathematics M400****Mathematics M411x****Introduction to Statistics****Mathematics M511****Mathematics of Investment****Mathematics M522****Calculus**

Series B is designed for students who wish one or more of the following:

- a) mathematical background of a general nature but not preparation for university mathematics;
- b) preparation for a trade-training or apprenticeship program;
- c) upgrading in technical mathematics;
- d) knowledge of algebra and trigonometry;
- e) preparation for post-secondary courses, admission to which does not require a background in modern mathematics;
- f) preparation for the Year 5 courses Mathematics of Investment M511 or Calculus M522.

Mathematics M100

The student who has completed elementary school arithmetic and who wishes to apply this knowledge to the practical world of science, commerce, and industry should find this course valuable. Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals are reviewed and applied to the measurement of distance, area, and volume in both Imperial and metric units. The course concludes with a study of the arithmetic of signed numbers and an introduction to algebra.

Mathematics M200

The topics studied in M200 follow those covered in M100. Using the same textbook, students begin with a review of algebra and apply it to the solution of practical problems from industry and science, including a study of graphing techniques. Geometrical constructions are introduced, and the properties of the triangle are studied. Measurement is extended to include the area and volume of a cone, a pyramid, and a sphere. The course concludes with an introduction to trigonometry. Industrial mathematics is emphasized throughout the course. Topics studied include scale reading, cutting speeds, gear and pulley speeds, and the capacity of pipes. Students who have studied mathematics for one or two years beyond elementary school and who feel they need a review of the basics in algebra, geometry, and trigonometry should find this a useful course.

Mathematics M302

(replaces M300)

Recognizing that many adults wish to resume their study of mathematics at this level, the course begins with a study of topics normally dealt with in earlier courses. Following a review of basic algebra and of the addition, subtraction, multiplication and division of signed numbers, the course studies solution of equations and inequalities, types and interpretation of graphs, formulas and functions with emphasis on linear functions and their graphical representations, systems of linear equations, linear inequations and linear programming, review of the number system and extension to the irrationals, the exponential function including laws of exponents, estimation using standard form, graphical representation, development and use of tables for calculation, and introduction to investment calculations including compound interest, amount, and present value.

Mathematics M400

Four major topics are studied – algebra, analytic geometry, trigonometry, and statics. Following a review of our number system and an introduction to the arithmetic of irrational numbers, algebra is extended to the study of quadratic and surd equations. A practical approach to the idea of a function is followed by the study of analytic geometry with emphasis on graphing the quadratic relations – the parabola, ellipse, and hyperbola. Trigonometry is introduced and applied to the solution of problems involving both oblique and right-angle triangles. The topics studied in statics include vectors, moments, composition, and resolution of forces, centre of gravity, and friction.

The material covered in M400 should be of interest to students who wish to study Applied Mathematics and who have completed two or three mathematics courses beyond elementary school, of which at least one has been an intensive study of algebra.

Mathematics M411x Introduction to Statistics

This basic course offers insight into the use and misuse of statistics. Practical experience in collecting and analysing data is provided. Topics studied include: the frequency polygon, normal distribution curve, measures of central tendency, standard deviation, and an introduction to probability. A knowledge of statistics is useful in many fields, including commerce, finance, the natural and physical sciences, and the humanities. In view of the tremendous rate at which data are being accumulated in modern society, emphasis on the control and interpretation of data becomes increasingly important.

Mathematics M511 Mathematics of Investment

See description on page 38.

Mathematics M522 Calculus

See description on page 39.

*Series C***Mathematics for Business****Mathematics M160****Basic Arithmetic****Mathematics M220x****Consumer Computations****Mathematics M222x****Consumer Computations****Mathematics M320x****Investment Computations****Mathematics M322x****Business Computations****Mathematics M420x****Investment Computations****Mathematics M422x****Business Computations**

Series C is designed for students who wish one or more of the following:

- a) a better understanding of arithmetic;
- b) more skill in computations;
- c) knowledge of how mathematics is used in our daily lives, particularly in business transactions;
- d) upgrading in commercial mathematics;
- e) standing in mathematics up to and including Year 4 but not beyond;
- f) courses adapted to students who find mathematics difficult;
- g) courses that do not include algebra or geometry.

Note: Students wishing to prepare for post-secondary accountancy training should choose courses from Series A or Series B.

Mathematics M160**Basic Arithmetic**

Here is an opportunity for adult students to “go back to the beginning” in arithmetic. Careful explanations are provided, followed by numerous examples showing the addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. The percentage form and its uses are studied in detail.

A practice exercise is given for each topic, and full solutions are provided so that students may check their work and correct errors in thinking before beginning the actual assignment. There is a handy summary sheet that makes it easy to look up the method for any of the thirty-six different types of questions studied.

Mathematics M220x**Consumer Computations**

Personal money management is a common concern. This course will assist the student to set up records and organize a budget. Topics include types of income, personal cash records, personal banking, day-to-day spending, and communications by mail, telegram, or cable.

Students should have a working knowledge of simple arithmetic. It is not necessary to complete M160 before selecting this course.

Mathematics M222x**Consumer Computations**

The study of personal money management is extended to include calculating and paying service bills, borrowing money, buying on credit, and making travel arrangements.

It is not necessary to complete M220x before selecting this course, but students should have a working knowledge of simple arithmetic.

Mathematics M320x Investment Computations

Here is an opportunity to learn how money earns money. Following a brief review of arithmetic, the lessons explore investment at banks and trust companies, buying and selling stocks and bonds, and the purchase of life insurance and pension plans.

Students who select this course should have completed one mathematics course beyond elementary school.

Mathematics M322x Business Computations (new course)

Although this ten-lesson course is entitled Business Computations, it is not intended only for persons working in the business world. It is a course which is of interest and help to those trying to cope with ordinary day-to-day business transactions. The course deals mainly with the trading of goods, from the wholesaler to the retailer to the consumer. Such topics as markup, profit, trade discounts, cash discounts, and reductions in prices are covered. A good basic knowledge of arithmetic is the only requirement.

Mathematics M420x Investment Computations

This course focuses on long-term financial undertakings, particularly home ownership. After a brief review of arithmetic, the course examines compound interest, annuities, mortgages, home insurance, municipal taxation, and statements of adjustment.

Completion of at least one mathematics course beyond elementary school is recommended.

Mathematics M422x Business Computations (new course)

Taxes are a concern of all of us. This ten-lesson course deals with goods from the time they are manufactured or imported into Canada until they are acquired by the consumer. A major portion of the course is devoted to taxation by all levels of government – excise tax, excise duty, and sales tax as well as import duties and federal exchange. Payroll calculations is another topic that will be of interest to many. This course provides useful information to those employed in the business world as well as to individual citizens.

Science

The following twenty-lesson courses are offered:

General Science

Science SC101

Science SC201

Geology

Geology GL302

Physics

Physics P300

Physics P301

Physics P503

Chemistry

Chemistry C404

Chemistry C401

Chemistry C501

Biology

Biology BY402

Biology BY501

Although some previous work in secondary school science is a definite advantage for students wishing to undertake Year 3 or Year 4 courses, students who have no such previous training may request enrolment in any of the following courses: Geology GL302, Physics P300, Physics P301, Chemistry C404, Chemistry C401, Biology BY402.

For many of the science courses, kits containing laboratory equipment and chemicals are lent to students to enable them to perform experiments. Biological specimens are supplied for observation work. (Kits containing chemicals cannot be supplied to students living outside Canada or to persons living at points in Canada serviced only by air mail.)

Science SC101

This is an introductory science course. It is designed to help the student to develop powers of observation and skills in experimentation. The first ten lessons introduce the science of biology: the student learns how the cells of plants and animals differ in structure and function; next, the student explores and compares the structure and life histories of animals that lack backbones (the invertebrates) with the structure and life histories of animals that have backbones (the vertebrates). Once this material has been covered, the student is ready to understand how the important organ systems present in humans are constructed and how they work.

The next ten lessons introduce the student to the science of physics. Topics presented include: sound; pressure and its transmission; temperature and its measurement; and some properties of solids, liquids, and gases. Mastery of this course provides a strong foundation for the successful study of science courses at a more advanced level.

Science SC201

This course continues the study of biology and physical science introduced in Science SC101. Topics in the biology section include: the structure and life history of flowering plants; the structure and life history of non-flowering plants; an introduction to the study of heredity; an introduction to the study of the relationship of plants and animals to their environment (ecology). Topics in the physics section include: force; work; energy and power; heat; light and electricity. In the final lesson, information on chemical energy – so important to us all – is provided.

Geology GL302

(replaces GL300)

Beginning with a consideration of the work of the geologist and the methods used in the field, this course introduces the student to the fascinating study of the physical history of the earth and the development of life upon it. It emphasizes practical aspects of geologic study, such as interpretation of geologic maps; examination of rock, mineral, and fossil specimens; testing of rock samples in the field; and practice in making observations. It explores the earth around us and below us and some of the important rocks and minerals that are part of its crust. It deals with the internal processes that produced, shaped, and gave texture to rocks, and the external processes that attack the earth's crust. It describes how the geologist measures the age of rocks and how certain historical data can be deduced from the study of fossils. The last part of the course acquaints the student with the structure, landscape features, and natural resources of Canada, in particular those of Ontario.

Physics P300

The course will be of interest to students whose objectives do not necessitate further work in physics. Topics studied are: measurement and use of measuring instruments, mechanics of fluids (volume, density, pressure), simple machines, motion and laws of motion (speed, acceleration, force, friction, etc.), electricity and magnetism, light (reflection, refraction, illumination, polarization), heat (changes of state, heat of fusion, heat of vaporization). Practical applications of all topics studied are considered wherever feasible.

Physics P301

Humans by their very nature are inquisitive and seek to explain the physical world around them. Through application of the scientific method they attempt to interpret the various phenomena that they encounter. The achievements of the physicist in the realm of pure physics have led to developments in technology that are sometimes difficult for the layman to accept, let alone comprehend. Physics P301 attempts to provide the student with an appreciation of physics, the accomplishments of the physicist, and the applications of physics to our daily life. The course is intensive in nature and is intended to provide the student with a solid grounding for the study of Year 5 Physics. An adequate background in general science and mathematics is desirable but not compulsory. Some of the topics studied are: Mechanics – measurement, motion and force, work, energy, power; Vibrations and Wave Motions – wave phenomena, sound, light; Electricity – electrostatics, current electricity, electromagnetism; Modern Physics – electronics, atomic structure, nuclear physics. The course draws liberally from two textbooks: *Physics: The Fundamental Science* and *Matter and Energy*. The student gains experience in the practical application of the scientific method by carrying out experimental work employing the kits provided.

Physics P503

(replaces P501)

The study of physics is a continuing process by which man seeks to understand the nature of the physical world. In this course the student gains an appreciation of the inter-relationship that exists between experimentation and theory. Emphasis is placed on the understanding of physical principles and their application to new situations. The student will study some of the fundamental concepts of physics, will learn how knowledge of these

concepts is obtained, and will learn to evaluate experimental data critically. Emphasis is also placed on the ability to reason rather than to memorize. It is desirable that the student have standing in at least one course in basic physics before enrolling in this course. Physics P301 or its equivalent is more than adequate in this respect. In this Year 5 Physics course some of the topics studied are: communication of information in science; how light behaves; laws and models; motion, vectors, Newton's laws of motion; momentum and its conservation; work; kinetic and potential energy; electrostatics, electric fields; electrical energy and potential; the electromagnetic spectrum; the Rutherford atom; the photoelectric effect, photons, matter waves, and the energy levels of atoms.

The text is:

Haber-Schaim, U., et al *PSSC: Physics*. 4th ed. Toronto: D. C. Heath Canada, 1976.

Chemistry C404

(replaces C400)

Chemistry C404 is a non-intensive study of such topics as properties and the classification of matter, the structure of the atom, bonding of atoms, chemical equations, ions in solution, electrolysis, acids and bases. It includes experiments to be performed by the student, who can thus share in the excitement of science and the power of discovery. The student gains practice in making observations, in organizing facts, and in forming valid conclusions. The results of the experiments are used as a basis for lessons involving theoretical principles. Several lessons are devoted to current topics of importance such as air pollution, water pollution, food chemistry, and medicines and drugs. A student who wishes to prepare for Chemistry C501 should choose Chemistry C401 rather than Chemistry C404.

Chemistry C401

In this course emphasis is placed on understanding the nature of elements and compounds and the reactions they undergo. Theories of the structure of atoms and aggregates of atoms are introduced early so that these ideas may be used in subsequent discussions. The states of matter, the language of chemistry, chemical reactions, atomic weights and molecular weights, solutions, formation of ions, and the periodic classification of elements are among the topics included. Wherever possible, a topic is illustrated by experiment and the result used to develop theoretical concepts. Chemistry C401 prepares the student for Chemistry C501.

Chemistry C501

The emphasis in this course is on understanding the principles of chemistry rather than on acquiring factual knowledge. A more advanced treatment of the basic concepts previously studied is offered, and the student performs more involved experimental work wherever such investigations are feasible. Atomic structure, solutions, chemical bonding, oxidation and reduction, aqueous acids and bases, energy in chemical reactions, molecular structure, qualitative and quantitative aspects of equilibrium, and the transition elements are some of the topics examined. It is desirable that a student selecting this course have a knowledge of basic chemistry (in particular the gas laws, the structure of the atom and the periodic table, chemical reactions, the mole concept, nomenclature, equations, and information derivable from balanced equations) and a reasonable facility in mathematics. Chemistry C401 or its equivalent would provide this background.

The text is:

O'Connor, P. R., et al. *Chemistry: Experiments and Principles*. Toronto: D. C. Heath Canada, 1968.

Biology BY402

The origin of life, its characteristics, and variations provide the basic theme for the course. The student is given the opportunity to learn about the structure and life cycles of organisms, starting with the sub-microscopic viruses. Other organisms studied in a similar manner include bacteria, algae, fungi, flowering plants, protozoans, flatworms, insects, fishes, amphibians, reptiles, and mammals. Later lessons deal with the science of heredity, human genetics, ecology, pesticides, and pollution. Data on the population explosion and some problems of space travel are presented as well. Students who enrol in this course are required to do dissections of preserved specimens, including insects, a fish, and a mammal (white rat).

With this training in biology as a background, the student is equipped to take an informed stand on many current social issues. The course is of special value to students who are planning careers in nursing, other health service occupations, or careers related to the natural sciences.

Biology BY501

The biology program at this advanced level is designed to help a student prepare for life-science courses at a university. It emphasizes biochemistry, or the chemistry of cell activity. This includes a study of organic molecules and chemical syntheses. It explains the roles of ADP and ATP in the storage and release of energy in cells and of DNA and RNA in the genetic code. To succeed in this program, a student will need to have completed Chemistry C401 or its equivalent.

Additional topics include a survey of the structure and function of organs and organ systems in plants and animals, including humans. The student will learn about the principles of classification, Mendelian genetics, and the reproduction and development of organisms, and will become aware of the evidence for evolution and the mechanism by which it is achieved.

The text is:

Galbraith, D., and Wilson, D. G. *Biological Science: Principles and Patterns of Life*. Rev. ed. Toronto: Holt, Rinehart and Winston of Canada, 1966.

Technical Subjects

The following courses are offered:

Carpentry CY300

Drafting D202 Basic Drafting

Drafting D300x Standard Drafting Practice

Drafting D302x Introduction to Mechanical Drafting

Drafting D304x Introduction to Architectural Drafting

Drafting D308x Introduction to Blueprint Reading

Drafting D318x Intermediate Blueprint Reading

A student who has no previous knowledge of drafting will begin study of the subject with Drafting D202. In this course the student will learn basic techniques and prepare for the study of drafting specialties in Year 3 and Year 4 courses.

For mature students who have acquired some knowledge of drafting either in industry or at school, Drafting D300x will provide a review of basic techniques in preparation for further study in Year 3 and Year 4 courses.

Carpentry CY300

Carpentry CY300 is designed for the layman interested in acquiring knowledge in basic carpentry and the building trades and in developing the fundamental skills useful to the carpenter or home-owner. The main purpose of this course is to teach the fundamental principles of general woodworking, the selection and care of tools, their proper use, and the interpretation of printed information and instructions as they apply to carpentry and building construction.

Carpentry CY300 is made up of twenty units of instruction, which contain both theory and practical work. Each unit of instruction consists of instruction and assignments, either written or practical, or both. Students will have to provide their own tools in order to complete the practical assignments and projects that are part of the course. All of the tools required by students are relatively inexpensive and most are standard items in any home-owner's tool box. Some of the topics covered are: lumber, tools and their care, hand-tool operation, fastening techniques, blueprint interpretation, joints and mouldings, building construction, and domestic repairs and maintenance.

The Correspondence Education Branch will supply a student kit of special scale-sized lumber and timber required for certain student projects. The acquisition of standard building materials is the student's responsibility; these are readily available at any lumber or building supply centre.

Drafting D202 **Basic Drafting** (replaces D100)

The Basic Drafting course introduces the student to fundamental drafting procedures and develops the student's skills in the use of basic drafting equipment and special drawing techniques.

Assignments in blueprint reading complement each phase of the twenty-lesson course. Metric drawing is also introduced. The topics covered include: simple and multi-view drawings, theory of shape description, orthographic projection, shop processes, dimensioning, isometric drawing, and sectioning.

A drafting kit will be lent to students after they have completed several introductory lessons.

Drafting D300x **Standard Drafting Practice**

The Standard Drafting Practice course is designed for students who have acquired some knowledge of basic drafting techniques, either through industrial experience, at school, or by completing D202. This course is ideal for students who wish to review techniques before proceeding to more advanced and specialized drafting courses; it is also suited to students who have studied drafting outside Canada and wish to become conversant with Canadian drafting standards and procedures. Through a series of practical projects and problems, the student's drafting skills and problem-solving abilities are developed. Some of the topics covered are: drafting as a graphic language, orthographic projection, lettering and dimensioning, section drawings, conventional representations, pictorial drawing, geometric construction, detail and assembly drawings. The course consists of ten lessons. A drafting kit is available to students.

Drafting D302x **Introduction to Mechanical Drafting**

The D302x course is a continuation of the D300x course and is designed for students who wish to study the principles and techniques employed in the drawing of machines and their component parts. Some of the topics covered are: detail and assembly drawings, surface finish, threads, fasteners, keys, fits, general piping and electrical drawings. Since the practical drafting assignments in this course are relatively advanced, students considering enrolment should be conversant with all of the basic Canadian drafting standards and have developed their personal drafting skills and techniques beyond basic levels of achievement. The course consists of ten lessons. A drafting kit is available to students.

Drafting D304x

Introduction to Architectural Drafting

Introduction to Architectural Drafting is a continuation of the D300x course and is designed for students who wish to study the principles and techniques employed in architectural drafting and design. The emphasis in this course is on the design and drafting techniques used in the production of plans and drawings of residential buildings. Some of the topics covered are: principles of design, plan selection, presentation drawings, layout and working drawings, elementary study of building materials and methods.

Since the practical drafting assignments involved in this course are relatively advanced, students considering enrolment should be conversant with basic Canadian drafting standards and have developed their personal drafting skills beyond a basic level of achievement.

The course consists of ten lessons. A drafting kit is available to students.

Drafting D308x

Introduction to Blueprint Reading

The Introduction to Blueprint Reading course is designed for students who have no previous knowledge or training in the reading of engineering drawings. The D308x course is basically a reading course designed to develop fundamental skills in reading and interpreting technical drawings as they apply to industry. The course consists of ten units of instruction, print-reading assignments, and a final supervised test. Some of the topics covered are: third-angle projections, angular dimensions, scale drawings, tolerances and allowances, steel specifications, and casting designs.

Drafting D318x

Intermediate Blueprint Reading

The Intermediate Blueprint Reading course is a continuation of the D308x Introduction to Blueprint Reading course. The course consists of ten units of instruction, blueprint reading assignments, and one final supervised test.

Some of the topics covered are: assembly drawings, conventional sectioning methods, metric dimensioning, welding drawings, and geometrical tolerancing problems.

Visual Arts

Courses whose code ends in x comprise ten lessons and are worth one-half credit towards the Ontario Secondary School Graduation Diploma. The others comprise twenty lessons, and have a value of one credit. Art A501 is worth one credit towards the Ontario Secondary School Honour Graduation Diploma.

Art A200 **Beginning in Art**

Art A301 **Through Artists' Eyes**

Art A302x **Prints Without a Press**

Art A303x **Art to 1500**

Theatre Arts TA300 **The Performing Art**

Art A401x **Composing Your Art**

Art A402x **Style in Art**

Art A403x **Great European Art**

Commercial Art CA400x **Art for Commerce and Industry**

Film Arts FA402x **Film, the Lens, and You**

Film Arts FA404x **Cinematography**

Art A501 **The Artist's Study**

Art A200 **Beginning in Art**

Everyone has some artistic potential. It is the purpose of this course to develop the skills of the beginning artist by means of a series of practical projects that introduce the elements and principles of visual art. Drawing and painting techniques, subject matter, and style are some of the artistic questions examined and explored through practical projects. No background in art is required and a basic art kit is supplied.

Art A301 **Through Artists' Eyes**

It has been said that the artist teaches us how to see; yet we often have difficulty understanding the bizarre creations fashioned for our viewing. The complex, fascinating world of art is the subject of this comprehensive study. Graphics, drawing and painting, art history, photography, television, and commercial and industrial art are just a few of the topics covered in a course that ranges from a discussion of how to look at a painting to a survey of the inventions of architectural technology. Projects are designed to increase the student's sensitivity to the world of art that surrounds us. There is no text, but a portfolio of reproductions is lent to students. No art background is required for enrolment in the course.

Art A302x

Prints Without a Press

Printing consists of any of the means artists and artisans use to duplicate an image. Hand-printing techniques have been a means of creative expression for centuries.

The printmaking techniques introduced in this course – monoprints, stencils, cardboard cuts, lino cuts – are simple to learn, yet have the potential of yielding sophisticated results in the hands of a creative artist. Some previous background in art would be helpful to the student taking printmaking. There is no text but a printmaking kit will be supplied.

Art A303x

Art to 1500

Here is the story of cave paintings and pyramids, of Minoan palaces and Greek temples. Roman engineering and Byzantine mosaics are discussed. Medieval manuscript illuminations are studied, and the course ends with a description of the art of the Gothic era. A text, *Art and Man*, Book 1, is lent to the student. No previous background in art or history is required for enrolment in the course.

Theatre Arts TA300

The Performing Art

The art of acting and the nature of the theatre are the major themes developed in this introduction to drama. Basic acting skills such as the controlled use of voice, mime, and improvisation are described. The history of drama, characterization, mood and feeling, and such production concerns as stage design, set design, costumes, lighting, and sound effects are examined. The aim of the course is to develop the student's self-awareness and sensitivity to drama, and encourage the student to participate in dramatic productions. A supplementary text, *The Magic Mask* by Marguerite Dow, is lent to the student. No previous background is needed for enrolment in the course.

Art A401x

Composing Your Art

Art is creative expression; yet even the art student who has some background in drawing and painting sometimes has difficulty in thinking of something creative and original to say. The aim of this course is to stimulate originality in content and composition. Ideas are suggested in illustrations, diagrams, and written descriptions. The student is provided with an art kit and some basic materials.

Art A402x

Style in Art

In gaining experience, every artist gradually develops a personal means of expression in art, a personal style. In this course the art student carries out a series of practical projects that are designed to increase awareness of the significance of style in art and to help develop a distinctive style. An art kit and a book of reproductions are lent to the student.

Art A403x

Great European Art

A continuation of the story of art begun in A303x, this course traces the development of European art from the end of the Gothic era in the early fourteenth century, through the Renaissance, Baroque and Rococo periods to the early eighteenth century.

Against the turbulent background of the change from feudalism to the beginning of the rise of the nation state, emerged the great masters Botticelli and Michelangelo, Durer and Rembrandt, Rubens, Velasquez, Poussin and Sir Christopher Wren, to name but a few.

The course provides students with criteria upon which to base their judgment of the art of any period. A book of reproductions is lent to the student and a bibliography for further research is suggested.

Commercial Art CA400x

Art for Commerce and Industry

The functional aspects of applied art and design – magazine illustration, advertising art, package design, corporate images, design of functional objects (furniture, toys, jewellery, etc.) – are the focus of this course, which introduces the student to the world of applied arts. Since the commercial artist and the industrial designer operate in a highly technical field, some artistic background is desirable. The purpose of the course is to give the student a fuller appreciation of the possibilities and problems inherent in the fields of commercial and industrial art. An art kit is supplied.

Film Arts FA402x

Film, the Lens, and You

(replaces FA 400x)

The purpose of this introductory course is to explore the possibilities of film, the camera, and the darkroom in order to develop the student's potential as a photo artist. Some information about the science of photography is included, and some of the techniques useful in picture-taking are described to enable the student to know what is worth taking and how to proceed. The course is designed for the amateur photographer who is primarily interested in photography as self-expression. Emphasis is on the practical rather than the theoretical. Students are encouraged by means of assignments and projects to develop their own awareness and skills in photography. For this reason, students are required to supply their own camera and film. There is no text for this course, but a portfolio of prints is lent to each student.

Film Arts FA404x

Cinematography

(replaces FA400x)

The art of making movies is the subject of this course. Film-making and film appreciation are its twin objectives. Emphasis is on the practical rather than the theoretical. Students are encouraged by means of assignments and projects to develop their own skills in movie cinematography. For this reason, students must have access to a movie camera in order to take the course. Topics covered in the course include: the principles of photography, composition, animation, film technology, film criticism, history and genre, and making your own film. It is not necessary for students taking this course to have a background in photography or film-making.

Art A501

The Artist's Study

Practical projects in drawing and painting and the history of art in Europe and America from 1800 to the present are the two themes of this advanced course. Optional projects give the student an opportunity to learn more about the two- or three-dimensional arts or crafts. Project assignments are arranged so that students can benefit from their correspondent teachers' assessment of their sketches and rough work before proceeding to the final composition. The course is worth one credit towards the Ontario Secondary School Honour Graduation Diploma. Since students taking this course should have a basic grounding in art history and in practical art, two previous art courses at the secondary school level, or their equivalent, are a desirable basis for A501.

The text is:

Brieger, Peter, et al. *Art and Man*. Book 3. Toronto: Holt, Rinehart and Winston of Canada, 1964.

Elementary School
Courses/Cours au palier
élémentaire



Children

Elementary school correspondence courses from Grades 1 to 8 are available to Ontario children who are unable to attend school. Lessons are supplied and corrected free of charge. Answer paper is provided free to all pupils. Textbooks are provided on loan free of charge, but must be returned when pupils complete or discontinue the courses for which the books have been provided.

A child living in Ontario who is six years of age or over but under the age of sixteen, and who is unable to attend school for a period of three months or more, is eligible for enrolment. A child who normally resides in Ontario but is temporarily living outside Canada and is unable to attend a school in which the Ontario curriculum is taught is eligible for enrolment. Since enrolment while living outside Canada cannot be continued indefinitely, eligibility will be reconsidered when parents request that a child's enrolment be continued into another grade. Absence for a period in excess of three years can rarely be regarded as temporary absence from the province and used as a reason for continued enrolment.

Parents wishing to apply for elementary school enrolment for a child should complete Form A and return it together with the child's last school report and a medical certificate if the child is not well enough to attend school or a recommendation for enrolment from the senior educational officer for the area if distance is the reason for not attending school. The certificate or recommendation must state the reason for non-attendance and the length of time the child will be absent from school. No certificate or recommendation is required for children going overseas.

Enfants

Des cours de la 1^{re} à la 8^e année sont offerts aux enfants de langue française qui résident en Ontario et ne peuvent pas fréquenter l'école. Les leçons et les devoirs sont fournis et corrigés gratuitement. Les manuels scolaires sont prêtés gratuitement et doivent être rendus lorsqu'un cours est terminé ou abandonné.

Tout enfant âgé de six ans ou plus, mais de moins de seize ans, qui réside en Ontario et qui est incapable d'aller à l'école pendant une durée de trois mois ou plus, peut faire une demande d'inscription. Tout enfant qui est domicilié en Ontario mais réside temporairement à l'étranger et qui, de ce fait, se trouve dans l'impossibilité de suivre des classes où les programmes d'études de l'Ontario sont enseignés, peut également s'inscrire à un cours par correspondance. Attendu que l'inscription des élèves qui résident en dehors du Canada ne peut se prolonger indéfiniment, l'admissibilité au cours sera considérée à nouveau au moment où les parents veulent renouveler l'inscription de leur enfant au palier suivant. Toute absence supérieure à trois ans, pouvant rarement être considérée comme une absence temporaire de la province, ne saurait justifier un prolongement d'inscription.

Les parents qui désirent inscrire leur enfant sont priés de remplir la formule B et de la retourner accompagnée du dernier bulletin scolaire de l'enfant et d'un des deux documents suivants : certificat médical dans le cas où l'état de santé de l'enfant ne lui permet pas de fréquenter une école; recommandation de l'agent principal d'éducation de la région lorsqu'une grande distance sépare l'enfant de l'école et l'empêche de s'y rendre. Chacun de ces documents doit aussi indiquer la raison de l'absence de l'enfant et la durée pendant laquelle elle se prolongera. Seul le bulletin scolaire est exigé dans le cas d'un enfant en partance pour l'étranger.

A parent applying for enrolment of a child who temporarily resides outside Canada must give the name and address of a person in Ontario who will act in a liaison capacity and assume the responsibility of forwarding books and lessons. All material from this office will be addressed to this person. Applicants should instruct the person to rewrap the material, print the pupil's foreign address and the return address on the parcel, prepare a customs declaration form, and pay sufficient postage to carry the material to its foreign destination.

Children may begin a course at any time during the school year. Those in good health should spend as much time on their studies each day as they would if they were attending school. By so doing, they will be able to keep up with the daily assignment and complete the work of a whole grade in a year. If enrolment is to be continued in the next grade, parents may request lessons and supplies ahead of time to ensure that they will be delivered by the time they are needed.

Pupils living in Ontario and enrolled in correspondence courses must submit lessons for correction. Those living outside Canada are advised to do so if at all possible. Although mailing delays may take a good deal of the value from teachers' comments and corrections, children gain satisfaction and encouragement from personal contact with a teacher and from winning recognition for their work. Each student who completes a grade satisfactorily earns a certificate of promotion. Parents should note that lessons sent in for marking must contain all assignments in every subject, unless they have requested the omission of certain subjects that they consider unnecessary in the circumstances.

Les parents qui font une demande d'inscription pour leur enfant résidant temporairement à l'étranger doivent donner le nom et l'adresse d'un agent de liaison en Ontario. Cette personne se chargera de leur transmettre les leçons, les manuels et toutes autres fournitures scolaires. Il appartient aux parents de faire connaître leurs instructions à l'agent de liaison sur la façon de rempaqueter le matériel scolaire, d'inscrire sur le paquet l'adresse à l'étranger de l'élève et celle de l'expéditeur, de remplir une déclaration de douane et d'affranchir le paquet selon son poids et sa destination.

Les élèves peuvent commencer un cours à n'importe quel moment de l'année scolaire. Ceux qui jouissent d'une bonne santé devraient passer, chaque jour, le même temps à leurs études que s'ils fréquentaient l'école. Ils réussiraient ainsi à se maintenir à jour et à couvrir leur programme en une année. Si les parents ont l'intention de renouveler l'inscription de leur enfant à la classe suivante, ils peuvent demander que les leçons et les fournitures nécessaires leur soient expédiées à l'avance afin d'éviter toute perte de temps.

Les élèves demeurant en Ontario qui sont inscrits aux cours par correspondance doivent renvoyer leurs devoirs pour correction. Ceux qui résident à l'étranger sont invités à faire de même dans la mesure du possible. Bien que les délais postaux réduisent de beaucoup la valeur des commentaires et des corrections de l'enseignant, les élèves gagnent beaucoup à être suivis, encouragés et félicités. L'élève qui complète son année scolaire avec succès reçoit un certificat l'autorisant à passer à la classe suivante. Le travail à faire corriger doit comprendre les devoirs correspondant à chaque matière, à moins que les parents n'aient exprimé le désir que certaines matières, considérées non nécessaires, soient omises.

Adults

Applicants who have not completed elementary school and who wish to do some elementary school work to prepare for enrolment in secondary school courses should use Form C to apply for *English E160* (described on page 23) and *Mathematics M160* (described on page 41).

Adultes

Les personnes qui n'ont pas terminé l'école élémentaire mais qui désirent faire quelques études à ce niveau avant de se faire inscrire au palier secondaire doivent utiliser la formule C pour s'inscrire au cours de français de la 8^e année.

